



Children's Services Department
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Service Provider Guidelines

Revised 2026

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Purpose of Guide

The Child Care Service Provider Guidelines are designed to provide Service Providers with important information about their relationship with the County of Lambton Children's Services Department and to provide an overview of the policies and procedures pertaining to Service Providers. The guide is provided in combination with a Purchase of Service Agreement. The Service Provider Guidelines explain the responsibilities and expectations of Service Providers creating a transparent process for communication and for working together. The Purchase of Service Agreement outlines the funding to be provided by the County of Lambton CSD Department and the services to be provided by the Service Provider. The Purchase of Service Agreement is a legally binding contract between the County of Lambton CSD Department and the Service Provider. Service Providers may wish to seek legal advice before signing the Purchase of Service Agreement.

CSD Department

The CSD Department is a part of the County of Lambton Social Services Division. The County of Lambton CSD Department provides subsidized child care and special needs services to qualified families.

Child care is an essential support for many parents/legal guardians, helping them to balance the demands of career and family while participating in the workforce or pursuing educational opportunities. Child care plays a key role in helping to promote healthy child development. Child care also helps children become better prepared, ready to learn and achieve greater success when starting school.

The County of Lambton CSD Department is committed to:

- Making child care services available and affordable for families
- Helping parents/legal guardians in financial need through child care fee subsidy
- Promoting high quality children's services programs
- Helping families make informed choices about child care services

The County of Lambton CSD Department is driven to ensure that all children, regardless of their diverse strengths, needs and abilities, have access to EarlyON Child & Family Centres, and child care centres in their community.

General Responsibilities of Service Providers

OneList

The County of Lambton requires families to apply online for fee subsidy using the OneHSN (also known as OneList) online application module. Therefore, it is critical that Service Providers are utilizing OneHSN to its full capacity.

The Service Provider shall assist the County of Lambton CSD Department in promoting Lambton OneHSN by posting a link to the Lambton OneHSN website on the Service Provider's website and including information about Lambton OneHSN on the Service Provider's printed materials, which shall include, but not be limited, to parent handbooks.

Whenever an application or inquiry is made to the Service Provider regarding Child Care Services, the Service Provider shall direct the applicant to the Lambton OneHSN website to complete an on-line application for registration.

Confidential Files

In accordance with the Purchase of Service Agreement, any personal and confidential information provided to the Service Provider by the County of Lambton CSD Department such as, but not limited to, any information dealing with an incident or serious occurrence; information about a parent/legal guardian or a child; a termination date; or a change in the financial arrangements, must be kept confidential.

A locked filing system is to be used for storage of all records of children referred through the County of Lambton CSD Department. In accordance with the Child Care and Early Years Act, Service Providers are required to keep all documentation for a two-year period following the child's last day of attendance.

Reporting Requirements for CSD Department Funding

The County of Lambton CSD Department receives, reviews, and approves requests for funding for child care programs and child care services. Funding approvals are granted, and funds are disbursed based on reported data requirements. Reports are required to be submitted to The County of Lambton CSD Department regularly to allocate funding disbursements.

As a general practice, unless otherwise stated, Service Providers are asked to submit required information within 25 business days following a request or receipt of information from the County of Lambton CSD Department. Each program under a Purchase of Service Agreement has reporting requirements. Submitting information on time ensures there are no delays to quarterly funding.

Where a Service Provider does not submit required documentation, the file may be placed on hold and no further funds will be transferred or paid out to the Service Provider. Child Care Fee Subsidy payments will continue to flow despite any hold as this ensures that Child Care Fee Subsidy placements would still remain in place and there would be no impact on service to families.

List of Outstanding Documentation that Quarterly Payments May Be Held For:

- Insurance
- Board of Directors
- Parent Survey
- Quality Assessment & Improvement Items
- Signed Budget Service Contract
- Signed Purchase of Service Agreement & Schedules
- Financial Audited Statement

Financial Responsibilities of Service Providers

Funds Used for Intended Purpose

The Service Provider will use the funds provided by the County of Lambton CSD Department only for the specific purpose intended. If a Service Provider receives, for any reason, an amount in excess of its entitlement, the Service Provider will identify the amount in excess on the Budget Service Contract. The County of Lambton CSD Department will recover the amount through an accounts payable system. All recoveries (balances owing to the County of Lambton) will be input into the County's Accounts Payable system as a credit. The credit will reduce the next payment from any department in the County of Lambton.

Funding Requests

Opportunities may arise where funding becomes available to current Service Providers within the County of Lambton to make a request to the County of Lambton CSD Department for funding in the following areas:

- Health & Safety
- Play Based Materials & Equipment
- Repairs & Maintenance
- Program Viability
- Community Plan/Service Pressures
- Other funding initiatives made available by the Ministry of Education

A Request for Funding template is found in Appendix A.

Procurement/Purchasing Process

The County of Lambton CSD Department is committed to a purchasing process that is objective, fair, open, transparent and maximizes efficient use of allocated funds.

The goal of this policy is:

- To promote the most efficient use of funds.
- To ensure ethical, professional accountability, and transparency when obtaining goods or services.

Goods and Services may include, but is not limited to, information technology (IT), play based materials and equipment, repairs and maintenance, and consultation services.

This is applicable to requests to the CSD Department that are in addition to annualized General Operating Grant allocations.

Definitions:

Request for Quotation (RFQ) means a document with quotes from 3 competitive potential suppliers that include exactly the goods and services to be provided. Note - the RFQ will be awarded based on the lowest quote.

Request for Tender (RFT) means a process to request suppliers to submit bids to provide goods or services based on stated delivery requirements, performance specification, terms and conditions. The evaluation focuses on the delivery requirements and price.

Please see the chart for Approval Authority Schedule (AAS):

Amount	Procedure	Approval/ Authority
\$0 up to \$1000	Supporting invoice/receipt	Supervisor
\$1001 up to \$10,000	RFQ	Supervisor
\$10, 001 up to \$50,000	RFQ	Manager
\$50, 001 up to \$99,000	RFQ	Manager
\$100, 000 or more	RFT	Manager/ General Manager

(Taxes shall be excluded)

Approval

Approval of requests are at the sole discretion of the CSD Department. The CSD Department reserves the right to request additional information in order to assess requests.

Purchases made outside of this policy will not be reimbursed.

Procurement Record Retention

The Child Care Service Provider will ensure for reporting and auditing purposes, all procurement documentation, as well as any other pertinent information is retained in a recoverable form for a period of seven years. The CSD Department reserves the right to conduct an in-depth audit of all approved items/projects.

Financial Information

Service Providers are required to maintain up-to-date financial information for all funds received from the County of Lambton CSD Department. Service Providers are urged to ensure that financial statements contain adequate information in the body of the statements and accompanying notes so as to easily identify funding line items received from the County of Lambton CSD Department. If funding is provided to multiple centres then a statement from the head office can be provided.

Service Providers are required to maintain all financial information in accordance with generally accepted accounting principles (GAAP). Records must contain the content reasonably required by the County of Lambton CSD Department. The County of Lambton CSD Department may review all of the Service Provider's financial records or other documents related to the Purchase of Service Agreement.

Service Providers receiving funding from the County of Lambton CSD Department are required to submit a fully audited financial statement completed by a person with

professional accounting designation. Failure to provide such information to the County of Lambton, may result in future payments being held.

According to the Child Care and Early Years Act, Service Providers are required to keep financial records for up to six years from the date of the last entry. This is inclusive of attendance records and sign-in sheets.

Audited Financial Statements

In accordance with principles of accountability and responsible system management, the following parameters outline the requirements for Service Providers to provide the County of Lambton CSD Department Audited Financial Statements:

Where a Service Provider receives funding from the County of Lambton CSD Department, once per year the Service Provider will submit an Audited Financial Statement, completed and signed by a person with professional accounting designation, to the County of Lambton CSD Department.

Where a Service Provider is enrolled in the Canada-wide Early Learning and Child Care program, a review engagement report or separate audited statement will be submitted with Audited Financial Statements.

Errors and Omissions

Any errors or omissions (adjustments) with respect to all Child Care Fee Subsidy payments and funding to a Service Provider, are required to be reconciled within 90 calendar days of the payment. The County of Lambton CSD Department will not consider errors or omissions beyond the 90-day time frame. Note: Exceptions to the 90-day timeframe will be assessed on a case-by-case basis subject to supervisor approval.

Budget Requirements

To support accountability, Service Providers are required to report operating expenditures for each detail code. Service Providers are also required to report service data elements.

In accordance with the approved Budget Service Contract, Service Providers are required to report two (2) times per year, service and financial information.

Budget Service Contracts will be distributed as follows:

- **January: Budget Service Contract** - No data reporting required. Serves as notification of the Service Provider's budget allocations for the year. Requires signature from an authorized representative and must be returned to the County of Lambton. Electronic signature accepted.
- **July: Budget Service Contract - Mid Year Update** - reporting of service data elements is required as well as reporting on actual expenditures for first 6 months of the year and estimated expenditures for the next 6 months. Electronic signature accepted.
- **March: Budget Service Contract - Year End Report** - reporting of service data elements is required as well as reporting on actual expenditures for 12 months of the year. Electronic signature accepted.

Any additional funds issued to a Service Provider throughout the year will be added to the Budget Service Contract and Service Providers will report on the utilization of funds and any applicable data elements at the Mid-Year and Year End updates.

The reporting allows Service Providers and County of Lambton CSD Department to monitor and manage performance in relation to both the financial and service expectations agreed to in the Purchase of Service Agreement and/or Budget Service Contract. Service Providers may request approval from the County of Lambton CSD Department to carry forward unspent funds to subsequent years prior to year end reporting requirements.

A surplus identified on the Budget Service Contract report may enable the CSD Department to recover surplus funding and apply to other pressures that may arise within the year.

Budget Service Contracts must be completed and returned within 25 days.

Instructions for completing the Budget Service Contract are found in Appendix B.

Program Review

The County of Lambton CSD Department may monitor any child care location by scheduling site visits.

Prior to the review, a County of Lambton CSD Department Staff will audit all required documentation as per the Purchase of Service Agreement that is on file.

During the site visit, the County of Lambton CSD Department Staff will observe programming and meet with the site Supervisor and/or E.C.E Staff.

Each year, the County of Lambton CSD Department will select a number of child care programs for an in-depth attendance audit. Child care operators will be required to provide the County of Lambton CSD Department Staff with a copy of parent sign in sheets. Advance notice will be provided, and preliminary audit outcomes will be provided in writing and reviewed with the site Supervisor prior to determining final outcomes.

The Ages and Stages (ASQ), 3rd edition provisions will also be reviewed. Children's files will be randomly selected to verify that the ASQ is being completed.

Changes in the Service Provider's Business

Change in Ownership

Under the terms of the Purchase of Service Agreement, a contract with a Service Provider may terminate if the owner of the business changes.

The new owner, purchasing the assets and liabilities or the majority of shares from a Service Provider, may request a Purchase of Service Agreement by writing to the County of Lambton CSD Department Manager. The new owner will be provided with information on how to proceed. The County of Lambton CSD Department criteria, including financial requirements and program evaluation, must be met in order to obtain a Purchase of Service Agreement.

When a transfer of ownership of a program is pending, the County of Lambton CSD Department must be informed as early as possible to ensure a smooth transition. No additional child care fee subsidy children will be placed until the Purchase of Service Agreement is approved with the new owner. Where there are child care fee subsidy children enrolled at the time of the transfer or sale, the County of Lambton CSD Department will work with the new owner and families to support the transition.

Program Relocation

Should a Service Provider's existing program relocate, the County of Lambton CSD Department Manager must be informed as soon as the decision has been made. The County of Lambton CSD Department will ensure that Purchase of Service Agreement requirements are met. The Service Provider will need to submit a new licence, a new Certificate of Insurance and will be provided with a list of information to be submitted to the County of Lambton CSD Department.

Expanding Operations

Service Providers must inform the County of Lambton CSD Department of their intent to expand current and/or future operations prior to the planned expansion.

Closure of Programs

The County of Lambton CSD Department must be informed of any closure of sites and programs. Service Providers will need to consult with the County of Lambton CSD Department for direction on disbursements of County funded assets including equipment. The County of Lambton CSD Department will work with the Service Provider to ensure a smooth transition for any existing child care fee subsidy clients and on the dispersal of assets.

Generally speaking, equipment that was funded by the County of Lambton CSD Department is to be donated to another non-profit Service Provider. The County of Lambton CSD Department will work with the Service Provider to ensure this happens.

Conditional Licence or Removal of Licence

Service Providers are required to report any change in licence immediately to the County of Lambton CSD Department. Where the County of Lambton CSD Department is notified by the Ministry that a licence has been removed, any funding from the County of Lambton CSD Department will cease as will child care fee subsidy placements. The County of Lambton CSD Department will work with families to remove any existing child care fee subsidy placements.

Contentious issues identified by the Ministry will be reviewed by the County of Lambton CSD Department and a decision on whether to continue funding and continue the placement of children under child care fee subsidy will be made.

Service Provider licences are monitored by the County of Lambton CSD Department on at least a yearly basis.

Change in Signing Authority/Supervisory Staff/ Board of Directors

Service Providers will notify the County of Lambton CSD Department of changes in supervisory staff, any changes in staff with signing authority and any change to their Board of Directors. Such information will be communicated to the County of Lambton CSD Department in an efficient, timely manner. The County of Lambton CSD Department will require up-to-date Board of Director information, signing authority and supervisor staff on at least an annual basis.

Reporting of Serious Occurrences

All serious occurrences in a funded resource centre, a special needs program and EarlyON Child & Family Centre may be reported directly to the Ministry of Education. Service Providers are responsible for reporting Serious Occurrences as outlined in the Child Care and Early Years Act and as required by the Ministry.

Child Care Fee Subsidy

Overview of Fee Subsidy

The County of Lambton Homelessness Prevention and Children's Services (CSD) Department provides child care fee subsidy to any parent/legal guardian in need of financial assistance for child care costs. The County of Lambton CSD Department supports the inclusion of children with special needs, social needs and recognizes the importance that child care may maximize learning opportunities for children with physical, behavioral, developmental or social challenges.

Parents/legal guardians of all children requiring child care fee subsidy apply to the County of Lambton CSD Department. The Canada-Wide Early Learning Child Care (CWELCC) was introduced in 2022 within Ontario including the Fee Subsidy program. Child Care Fee Subsidy will continue to be an option for families who require additional financial assistance.

Criteria for Parents/legal guardians completing an application for child care fee subsidy include residing in the County of Lambton and being involved in, or meet the requirements of one of the following areas:

- Employed full or part- time,
- Self-employed,
- Attending school or a recognized training program on a full-time or part-time regular basis e.g., high school, English as a Second Language (ESL), college/university, training programs,
- Child with special or social needs,
- Support in meeting special needs of parent/legal guardian,
- An activity approved through an Ontario Works participation agreement.

The County of Lambton CSD Department considers the reason for care and administers a provincially defined income test. Eligibility is based on both the income test and reason for care.

The County of Lambton CSD Department through formal Purchase of Service Agreements obtains fee subsidy child care services from a variety of licensed non-profit,

private, home and center-based Child Care Service Providers. Eligible parents/legal guardians may access child care fee subsidy from any Service Provider operating under an approved Purchase of Service Agreement with the County of Lambton CSD Department.

Under the County of Lambton's Access and Inclusion Framework 2023, funding has been allocated for additional spaces based on local socio-economic indicators ensuring Lambton's Child Care Service Providers offer affordable, accessible and inclusive child care. The Purchase of Service Agreement does not guarantee a minimum number of fee subsidy child care spaces, and the Service Providers are not required to reserve spaces for child care fee subsidy children. However, Child Care Services Providers are encouraged to offer fee subsidy child care spaces honoring the County of Lambton's Access and Inclusion Framework. Child Care Providers are required to inform the County of Lambton CSD Department of any imposed limits on accepting fee subsidy child care placements.

Eligible Hours of Child Care Fee Subsidy

The County of Lambton CSD Department determines the amount of child care fee subsidy that will be approved for any family. The level of child care fee subsidy provided corresponds to the applicant's time spent in one of the approved reasons for care.

The County of Lambton CSD Department will confirm with the Child Care Provider written confirmation of child care fee subsidy including:

- start date of child care fee subsidy,
- amount of the parent/legal guardian contribution,
- child's absent day allowance.

When Child Care Providers accepts a family prior to approval for fee subsidy by the County of Lambton CSD Department, the applicant will be responsible for paying the full rate for child care until the Service Provider is notified of approval.

The County of Lambton CSD Department will not pay for any child care placement that has not been approved.

Where a client is ongoing and has not been re-approved, the family will be responsible for paying the full rate. Extenuating circumstances may warrant a case-by-case determination of eligibility at the discretion of the County of Lambton CSD Department.

Reimbursements to Child Care Service Providers

Fee Subsidy Reimbursements to Child Care Providers is based on the child's enrolment and the approved rates for individual Service Providers as submitted to the County of Lambton CSD Department.

The Child Care and Early Years Act and provincial guidelines together with the County of Lambton CSD Department Policies and Procedures and Purchase of Service Agreements form the basis through which the County of Lambton CSD Department reimburses Service Providers for child care services. The Service Provider submits requests for payment to the County of Lambton CSD Department for each child contracted for child care fee subsidy.

Service Providers are eligible to invoice the County of Lambton CSD Department on any day that a client would be charged for the same service, if the Service Provider was open for business, in accordance with the terms of the Purchase of Service Agreement and as defined in the policies/procedures of the County of Lambton CSD Department.

Once a fee subsidy applicant's eligibility is determined and approved, that applicant may be required to pay a parent/legal guardian contribution. Parents/legal guardians are responsible for paying their portion of the parent/legal guardian fees on any day that the Service Provider was open for business and is eligible to invoice the County of Lambton CSD Department. Service Providers are responsible for collecting the parent/legal guardian fees. The County of Lambton CSD Department reimburses the Service Provider for the remaining portion of the rate monthly.

The Service Provider will only accept children that meet their posted licensed requirement. The County of Lambton CSD Department cannot reimburse Service Providers for any child that does not fall within the ages of their posted license (e.g., accepting an infant when not licensed, accepting a child up to age 12 when not licensed).

Approved Daily Rate

Child Care Service Providers will be paid their most current approved rate. Service Providers are required to notify the County of Lambton CSD Department with rate changes. The County of Lambton CSD Department will not reimburse Service Providers for an unapproved rate. The Service Provider will only accept children that meet the requirements of their license.

The County of Lambton CSD Department cannot reimburse Service Providers for any child that does not fall within the ages of their license (e.g., accepting an infant when not licensed; accepting a child up to age 12 when not licensed).

A Service Provider will invoice the County of Lambton CSD Department following the approved rates schedules. Aside from the daily-approved rates invoiced to the County of Lambton CSD Department and the established parent/legal guardian fees, there are no other acceptable charges to or on behalf of child care fee subsidy clients.

Service Providers are not permitted to charge a child care fee subsidy client a compulsory fee, such as, but not limited to, co-op fees, fundraiser fees, suntan lotion fees, space holding fee, or any other type of user/administration fee described under any other name.

Field trips are an allowable expense in which Service Providers are permitted to charge a child care fee subsidy client. If the parent cannot pay for this extra expense, it is expected that the Service Provider provide child care for this time period.

Service providers policies outline additional costs for late pick-ups as a result of extra costs for staff coverage. The parent will be responsible to pay this extra charge when they are picking up after the service provider's normal hours of operation. Parents should be advised of this responsibility by the Child Care Caseworker at time of application and by the Child Care Service Provider at time of registration.

The County of Lambton CSD Department will not pay for any child care that is not listed on the Child Care Purchase of Service Agreement.

Rate Increase Requests

As of March 28, 2022, rates for all CWELCC eligible child care are prohibited/unable to be increased.

As of January 1, 2009, the County of Lambton CSD Department will pay a Service Provider their current market rate as submitted and will allow for one increase per year not exceeding 3% for school aged (non CWELCC) childcare spaces.

Where a Service Provider intends to raise market rates beyond the allowable 3%, the Service Provider will provide the County of Lambton with one month written notification and submit a Pro Forma report explaining the increase. In addition to the Pro Forma report, where the increase is significant, a letter will be required to support the change in detail. The fee schedule and/or notice to parents of such increases will also be required.

Rates will be rounded to the nearest \$0.10 (e.g., if the rate is \$21.66, it would be rounded to \$21.70). Service Providers are asked to submit the rates rounded to the nearest \$0.10.

Automatic Rate Changes

OCCMS automatically changes a child's age group, care code and daily rate as they reach the next age category. This change is based on the child's date of birth. The Child Care and Early Years Act defines age groups as follows:

- Infant 0 to 18 months of age
- Toddler 18 months to 30 months
- Preschool 31 months to 4 years & 8 months
- JK 3 years & 8 months to 5 years & 8 months
- SK 4 years & 8 months to 6 years & 8 months
- School Age 5 years & 8 months to 12 years of age

Age of eligibility for CWELCC ends the month the child turns 6, or the school year in which the child turns 6, whichever is later.

The maximum age limit for a school aged child to remain in the child care fee subsidy program is 12 years of age. The child may remain with the Service Provider until their 13th birthday. The posted license will confirm that the center is licensed for children up to 12 years of age. Children with Special Needs may be reviewed as an exception to the age limit of 12.

If a child has been automatically changed to the next age group by the billing system, but the child has not yet moved rooms (due to space, development, age), the County of Lambton CSD Department will reimburse the Service Provider at the next age group as listed in OCCMS.

The County of Lambton CSD Department cannot reimburse Service Providers for any child that does not fall within the ages of the posted license and cannot pay for any care that is not on the Purchase of Service Agreement.

Statutory Holidays and Other Closed Days

The County of Lambton CSD Department will pay a Service Provider on any day they are open for business, providing child care and a full fee client would be charged.

Effective January 1st, 2025, statutory holidays will be recognized as eligible billing days for Lambton County's child care fee subsidy program.

The following statutory holidays will be recognized under the subsidy program, with parent fees applicable to the family:

New Year's Day
Family Day
Good Friday
Easter Monday
Victoria Day
Canada Day
Civic Holiday
Labour Day
Thanksgiving
Christmas Day
Boxing Day

Families may also apply absent days for other holidays they observe to help offset child care costs during those periods. Attendance records in OCCMS, are code "H" for holidays.

Where a Service Provider is open for business and a parent/legal guardian chooses to withdraw their child from service e.g., Christmas Break and March Break, the absence is to be deducted from the child's absent day allowance. The Service Provider will communicate such a deduction to the parent/legal guardian at the time.

Snow day closures will be treated the same way in that, if a Service Provider is unable to open on a scheduled day of operation because of weather, the County of Lambton CS Department will reimburse the Service Provider for fee subsidy as long as full fee client's are billed their daily fee. Any Service Provider who provides care to approved school age children who cannot attend their regular school board program due to a school closure or bus cancellation will be reimbursed their approved, school age rate provided that a full fee client would be charged for the same circumstance.

Absent Days

The County of Lambton CSD Department provides 36 days for absenteeism from a subsidized child care space. This is an average of 3 days per month in a calendar year and includes any absence reason. The number of absent days is pro-rated based on the start date for child care fee subsidy and based on the number of days per week of approved child care fee subsidy.

Month of Enrolment	Absences Permitted *Full time	Absences Permitted **Part time
January	36 Days	18 Days
February	33 Days	16 Days
March	30 Days	15 Days
April	27 Days	13 Days

May	24 Days	12 Days
June	21 Days	10 Days
July	18 Days	9 Days
August	15 Days	7 Days
September	12 Days	6 Days
October	9 Days	4 Days
November	6 Days	3 Days
December	3 Days	2 Days

Service Providers are cautioned to monitor the absent day entitlement closely.

Students will not be penalized for turn-around days between semesters. The Child Care Case Worker will inform the Service Provider of any such considerations.

When a child is absent for 5 consecutive days without explanation, or is ill for longer than 5 days, or in the event a child does not return from an extended absence, the Service Provider is asked to notify the Child Care Case Worker. The Child Care Case Worker will follow-up with the family to ensure safety, wellness and ongoing eligibility for child care fee subsidy.

A Service Provider is entitled to invoice the County of Lambton CSD Department for absent days only if they would normally invoice the same absent time period to a non-subsidized family.

E.g., Service Provider allows families 10 days of vacation time (space is held, no charge). The Service Provider can only invoice The County of Lambton once the 10 days have been used.

E.g., Service Provider allows families 1 absent day per month at no charge. The Service Provider will allow subsidized families 1 absent day per month as well and can only invoice the County of Lambton once the 1 day has been used.

A parent/legal guardian is responsible for their fee on any day where a Service Provider is eligible to invoice for the absence. Parents/legal guardians may not use Absent days as notice to withdraw from the child care fee subsidy space.

The County of Lambton CSD Department will not pay the approved rate when a child's absent day allowance has been exhausted. Clients are informed of this policy at the time of their acceptance for child care fee subsidy and at ongoing reviews. When a child's absent days are within 5 days of those allowed, the Service Provider is asked to remind the client that they will be responsible to pay the full cost of child care for any excess days.

Start Date/Last Date

The County of Lambton CSD Department pays its portion of the rate to Service Providers on the first physical day of attendance and up to the last physical day the child attends the program.

Children's Service and/or the client are to provide the Service Provider 10 days' notice of when the last day of care will be. Extenuating circumstances may warrant a case-by-case decision at the discretion of the County of Lambton CSD Department.

Withdrawal Without Notice

Parent/legal guardians are obligated to provide both the Child Care Service Provider and the County of Lambton CSD Department with at least ten (10) business days' notice of withdrawal from a program. Where a child is withdrawn from a program without notice, the CSD Department will reimburse the Service Provider upon request and with approval for the approved daily rate up to a maximum of ten (10) business days following the last day the child was physically present. Where a Service Provider has a waiting list for spaces (from full fee or child care fee subsidy) and can therefore fill the spot, Service Providers are not entitled to invoice for a withdrawal without notice.

The County of Lambton CSD Department will verify withdrawals against attendance and the file will be closed. The County of Lambton CSD Department reserves the right to audit attendance sheets. Parents/legal guardians may be responsible for the outstanding amount owed back to the County of Lambton CSD Department.

Where child care fee subsidy has been provided and approval periods have expired and not been re-approved, it will be the responsibility of the parent/legal guardian to pay the full rate. Extenuating circumstances may warrant a case-by-case decision at the discretion of the County of Lambton CSD Department.

Outstanding Fees

At the time of withdrawal from a child care program and there is an outstanding balance on the child care account from unpaid parent/legal guardian fees, the County of Lambton CSD Department will not be involved in enforcement of payment. Parents/legal guardians are encouraged by the Child Care Case Worker to make arrangements with the Service Provider for payment. Service Providers are responsible for enforcing their payment policies with families.

Transfer to a Different Child Care Location

Parents/legal guardians who wish to transfer their child to another child care location will provide their current Service Provider and Child Care Case Worker with a minimum of ten (10) business days written notice. Parents/legal guardians must ensure their account is paid in full. Where there is an exceptional circumstance creating the need for a move, ten (10) business days, may be waived at the discretion of the County of Lambton CSD Department and the Service Provider would be informed of this decision.

Vacancy and Capacity Reporting

Service Providers are required to report operating capacity and vacancies by age group each month. Vacancy and capacity information is recorded on the attendance schedule. Once the information has been completed, the Record of Attendance may be verified.

Reporting Requirements for Child Care Fee Subsidy

Service Providers will be required to submit the following documents within the first ten (10) business days of the month following the provision of child care fee subsidy services:

- Attendance schedules (Instructions on how to submit attendance schedules via OCCMS are found in Appendix C)
- Invoice for each child contracted for care

The County of Lambton CSD Department reviews ongoing Purchase of Service Agreements on a regular basis. Upon review, the County of Lambton CSD Department will ensure the following information is up-to-date and on file:

- License
- Board of directors' personnel
- Current rates and fee schedule and/or notice to parents of fees
- Proper mailing address and contact information including fax, email, phone number
- Supervisor's name
- Hours of operation
- Insurance of \$2 million with County of Lambton listed as insured or where it is a special needs agent, coverage of \$5 million with County of Lambton listed as an insured.

Every Service Provider receiving child care fee subsidy funding is required to submit parent surveys once per year.

Quality Assessment & Improvement tools will be required by the County of Lambton CSD Department on a minimum basis of once per year or more frequently if the need exists.

Service Providers must report any change in board of directors, supervisory staff or signing authority to the County of Lambton CSD Department immediately.

Other changes such as, but not limited to, change in ownership, program relocation, expanding operations, issues with a license and/or program closures are also reported immediately to the county of Lambton CSD Department.

Service Providers may have additional reports and timelines based on the funding outlined in the schedule of agreements authorized by the County of Lambton CSD Department.

General Operating Grant

General Operating Grant Overview

In their role as child care service system managers, the County of Lambton CSD Department plans and manages the General Operating Grant (GOG) within the parameter of legislation, regulations, standards and policies established by the province and the municipality.

The GOG will be allocated to licensed centre-based school age programs that are not eligible to enroll in CWELCC. Where necessary to meet local community needs, the GOG may be provided to licensed for-profit child care providers. However, priority focus will be placed on non-profit child care providers.

The purpose of the GOG is to support the costs of operating licensed child care programs providing Child Care and Early Years services to eligible fee subsidy and fee-paying families. The GOG should be used to stabilize service levels and improve access to high quality affordable early learning and child care services for children and their families. The GOG may not be used to support CWELCC enrolled programs.

Child care providers are required to demonstrate to the County of Lambton CSD Department that they are able to meet their minimum wage and mandatory benefits requirements without the use of their GOG.

The agency may use the GOG only for ongoing costs such as:

- Staff wages and benefits but only to offset salary costs over and above the operator's regulatory requirements for minimum wage and mandatory benefits.
- Lease and occupancy costs.
- Utilities.
- Administration.
- Transportation for children.
- Resources.
- Nutrition.
- Supplies.
- Repairs and maintenance

Reporting Requirements for General Operating Grant

Operating Capacity

The basis of the calculation of entitlement for the GOG is set on determining a dollar per point value, based on the overall number of points in the operating capacity of the child care system, divided into the funding for GOG.

Operating capacity is defined as the number of spaces the program is staffed for on an ongoing basis. The operating capacity may be less than licensed capacity. However, it cannot exceed the licensed capacity. Please note that this does not represent the occupancy of the child care sites but the capacity for which they are staffed.

In addition to monthly OCCMS vacancy and capacity reporting, the Service Provider will provide the County of Lambton CSD Department with information related to the licensed capacity and the operating capacity of the child care centre twice per year on the Budget Service Contract - Mid Year Update and the Budget Service Contract - Year End Report. Additional information related to capacity may be requested throughout the year if deemed necessary by the County of Lambton CSD Department.

FTE Calculations

The Ministry of Education requires the County of Lambton to report the number of FTE staff in child care centers, home child care agencies, and Special Needs Resource (SNR) agencies, including home child care providers who receive general operating funding.

Definition (FTE) Staff Person - The Ministry defines a full-time equivalent position as being the organization's number of hours considered to be full-time for a particular organization position, with a minimum of 35 hours per week 12 months of the year (including vacation time-off). For example, staff who are scheduled to work 35 hours per week will have an FTE of 1.0 (35 hours scheduled / 35 hours minimum = 1). For staff who work more than the minimum 35 hours each week will have a higher FTE. For

example, staff who are scheduled to work 42 hours per week will have an FTE of 1.2 (42 hours scheduled / 35 hours minimum = 1.2).

If any category of employees normally works less than 35 hours per week, or less than 12 months per year these positions will be prorated and reflected as a proportion of a full-time equivalent. For example, staff who are scheduled to work 21 hours per week will have an FTE of 0.6 (21 hours scheduled / 35 hours minimum = 0.6).

FTE data will be collected as part of the Budget Service Contract twice yearly.

Budget Service Contract

To support accountability, Service Providers are required to report operating expenditures for each Detail Code. Service Providers are also required to report service data elements.

In accordance with the approved Budget Service Contract, Service Providers are required to report two (2) times per year, service and financial information.

Instructions for completing the Budget Service Contract can be found in Appendix B of this document.

Special Needs Resourcing

Special Needs Resourcing Overview

The objective of Special Needs Resourcing is to provide specialized services enabling children identified as having special needs, through an independent assessment, to grow to their perceived potential. Special Needs Resourcing facilitates participation by children with special needs in a full range of activities available to their peers and in the least restrictive environment possible.

Inclusion, as a value, supports the right of all children, regardless of abilities to participate actively in early learning and child care centres within their communities. The County of Lambton CSD Department supports the inclusion of children with special needs and social needs.

Further information on Special Needs Resourcing responsibilities can be found in the appendices of the Purchase of Service Agreement.

Reporting Requirements for Special Needs Resourcing

Special Needs Resourcing are required to complete Budget Service Contracts three times per year and will report service data targets two times per year. The following outlines the type of information that will be captured in the year-to-date report:

- Children served.
- Number of FTE staff
- Average monthly number of children served (0-SK) – Special Needs Resourcing
- Average monthly number of school-aged children served – Special Needs Resourcing
- Financial expenditures

Pay Equity

Pay Equity Overview

Since 1991, the Ministry has made Pay Equity funding available to eligible, non-profit Service Providers. This funding is to be used to help Service Providers meet the cost of achieving their pay equity obligations and is based on the Service Provider's pay equity plan and current/outstanding obligations. Pay equity is a yearly amount paid out quarterly.

Reporting Requirements for Pay Equity

Service Providers are accountable to the Pay Equity Commission for funds as agreed upon in the Memorandum of Settlement. The County of Lambton CSD Department will continue to flow the pay equity amounts, as identified by the Ministry, to Service Providers. Financial expenditures will be reported through the annual budget service contracts.

Health and Safety Funding

Health and Safety Funding Overview

Funding may be available to address Health and Safety issues for licensed Child Care Service Providers. Verification from the Ministry of Education and/or a Public Health Inspector is required. Funding requests would follow the Procurement and Purchasing process outlined on page 10 of this document.

Reporting Requirements for Health and Safety Funding

Service Providers will submit Budget Service Contract reports and will be responsible for keeping receipts showing any Health and Safety expenditures.

These receipts may be requested by the County of Lambton CSD Department at any time for auditing purposes.

Wage Enhancement

Overview

Wage enhancement supports an increase of up to \$2 per hour, plus 17.5 percent benefits. In addition, the Home Child Care Enhancement Grant (HCCEG) supports an increase of up to \$20 per day for home child care providers.

Eligibility

All licensed child care centres and home child care agencies are eligible to apply for wage enhancement/HCCEG funding, regardless of auspice, participation in municipal quality initiatives, or current purchase of service status with the County of Lambton CSD Department.

To be eligible for wage enhancement, staff must:

- Be employed in a licensed child care centre or agency.
- Have an associated base wage excluding year one's wage enhancement of less than the wage cap as indicated in the Wage Enhancement Grant application.

- Be in a position categorized as a child care supervisor, RECE, home child care visitor, or otherwise counted toward adult to child ratios under the Child Care Early Years Act (CCEYA)

To be eligible to receive HCCEG, home child care providers must:

- Hold a contract with a licensed home child care agency.
- Provide services to one child or more (excluding the provider's own children).
- Receive base daily fees excluding year one's HCCEG as indicated in the Wage Enhancement Grant application.

Wage Enhancement funding is included in the Cost Based Funding Allocation for all CWELCC enrolled programs. For providers offering school age programming, a separate application will be required to receive funding. Instructions for completing the Wage Enhancement Grant application can be found on the County of Lambton Children's Services webpage.

Reconciliation

Any funding not used for the intended purpose will be recovered by the County of Lambton CSD Department. The County of Lambton CSD Department reserves the right to conduct an in-depth audit of the grants.

Workforce Compensation

Overview

Workforce compensation funding is focused on supporting Registered Early Childhood Educator (RECE) staff who are low wage earners. The County of Lambton CSD Department will support recruitment and retention of Ontario's child care workforce through improved compensation for low wage earners by introducing a wage floor, and an annual wage increase for eligible RECEs.

Eligibility

To be eligible to have their wage raised to the wage floor, staff must be employed by a service provider that is participating in the CWELCC System and be in a position categorized as:

- RECE Program Staff
- RECE Child Care Supervisor
- RECE Home Child Care Visitor

To be eligible for the wage floor, staff must be receiving wage enhancement funding, and their hourly wage including wage enhancement funding must be below the wage floor.

In addition, to be eligible for an annual wage increase of \$1 per hour, staff must be receiving wage enhancement funding, and their hourly wage including wage enhancement funding must be below the wage cap on January 1st of each eligible year.

Wage cap information can be found in chapter 3 of the Ontario Child Care and Early Years Funding Guidelines.

Workforce Compensation funding is included in the Cost Based Funding Allocation for all CWELCC enrolled programs. For providers offering school age programming, a separate application will be required to receive funding. Applications can be completed through the Wage Enhancement Grant application process. These applications can be found on the County of Lambton Children's Services webpage.

Service Data Reporting

Child care centers will be required to report total number of staff and actual total salary and benefits expenditures paid out to RECE program staff, RECE Supervisors, and RECE home child care visitors. Each category is to be reported separately.

CWELCC Overview

This section outlines the parameters of the Canada-Wide Early Learning and Child Care (CWELCC) System, and describes the requirements of the funding, including the obligations of the service provider.

Participation

Purpose

All service providers with programs serving children under the age of 6 (or turning 6 before June 30) in Ontario are eligible to apply to participate in the CWELCC System.

The service provider will be able to choose to (1) participate in the CWELCC System, or (2) not participate and operate outside the CWELCC System. The County of Lambton CSD Department may deny an application for enrolment in limited circumstances outlined in O.Reg.137/15.

Service providers that wish to participate in the CWELCC System must indicate their intent to do so to the County of Lambton CSD Department through the Child Care Licensing System and the licensing approval process.

Eligibility

1. Service providers participating in the CWELCC System must have a purchase of service agreement.
2. Service providers participating in the CWELCC System will need to demonstrate financial viability to the County of Lambton CSD Department.
3. Service providers must maintain existing licensed spaces for children ages 0-5 (e.g., a licensed infant space must remain an infant space). Any revisions or use of alternate capacity must be reported to the County of Lambton CSD Department.
4. Service providers must complete and submit an application to demonstrate that they meet the stipulated criteria in order to be eligible to participate in the CWELCC System.

Framework and Accountability

Funding

Funding will be provided to licensees that participate in CWELCC so they can continue to operate the portion of the child care program serving eligible children based on existing cost structures while reducing their base fees charged to parents/guardians.

As Wage Enhancement funding and Workforce Compensation funding for staff is being provided through Cost-Based Funding allocations, enrolled licensees must adhere to the eligibility and accountability requirements for Cost-Based Funding, Workforce Compensation, and WEG/HCCCEG, as applicable

Financial Reporting

All child care service providers in receipt of CWELCC funding must submit detailed financial information through Budget Service Contract reporting processes, as well as audited financial statements, mid-year and end-of-year reconciliation processes, and third-party direct engagement reporting to verify that the funding provided was used for the purpose(s) intended.

The ministry requires the County of Lambton CSD Department to ensure there is a level of consistency, where both not-for-profit and for-profit service providers enrolled in the CWELCC System are treated in a similar manner.

Cost-Based Funding

Overview

Making child care more affordable for families is a key part of the implementation of the CWELCC System. The CWELCC cost-based funding approach (sometimes referred to as the “funding formula”) is guided by the following objectives:

- Support Licensee participation;
- Support Wage enhancements; and
- Improve access.

The funding approach is structured to support eligible costs, provide an amount in lieu of profit/surplus, and account for offsetting fee revenue. The formula to determine allocations are established by the Ministry of Education and set the maximum amount that could be claimed in eligible costs upon reconciliation.

CMSMs/DSSABs must also assess whether a centre’s/agency’s costs are eligible for cost-based funding when evaluating Actual Cost-Based Funding on reconciliation and conducting cost reviews.

The principle-based definition of eligible costs, described in detail below, is designed to balance the objective of supporting licensee participation in the CWELCC program by providing appropriate funding, representative of the true costs of providing child care, with the need to build in cost control structures and safeguards to ensure accountability over and equitable distribution of public funds. The intent is to provide a clear and consistent approach to evaluating eligible costs, while imposing minimal administrative burden for both CMSMs/DSSABs and licensees and supporting high-quality learning environments for the benefit of eligible children in the licensee’s care.

For clarity, “eligible costs” means costs incurred in respect of an eligible centre/agency in the calendar year for the purpose of providing licensed child care for eligible children, and which are:

- (a) attributable to the provision of child care included in the base fee for eligible children;
- (b) appropriate for the provision of child care for eligible children; and,

(c) reasonable in quality and amount incurred, having regard to all the relevant circumstances.

Licensees must adhere to the principle-based definition of eligible costs as outlined in the Ontario Child Care Service Management and Funding Guidelines (Schedule A-1).

Eligibility

An eligible child means:

- Any child under 6 years old; and
- Up until June 30 in a calendar year, any child who,
 - Turns 6 years old between January 1 and June 30 in the calendar year; and
 - Is enrolled in a licensed infant, toddler, preschool, or kindergarten group, a licensed family age group, or home child care.

Cap on Fees

All fees must be maintained at current rates or be reduced to the maximum allowable base fee in accordance with O.Reg 137/15 and 488/24, s.6.

Cost-Based Funding Allocation

Cost-based funding is calculated per eligible centre (site)/agency.

The funding approach is structured to support eligible costs, provide an amount in lieu of profit/surplus, and account for offsetting fee revenue. The formula to determine allocations are established by the Ministry of Education and set the maximum amount that could be claimed in eligible costs upon reconciliation. Licensees must adhere to the principle-based definition of eligible costs as outlined in the Ontario Child Care Service Management and Funding Guidelines

Funding will be calculated based on detailed operating plans to be submitted to the Children's Services Department prior to the start of the calendar year, as requested.

Cost-Based Funding Reconciliation

As part of the County of Lambton's financial review process with licensees at year end, the licensee will be required to submit detailed financial information and audited financial statements to determine the amount of funding the licensee was eligible to receive, adjust funding if necessary, and to verify that the funding provided was used for the purpose(s) intended.

Reconciliation of Cost-Based Funding Allocations can be performed periodically throughout the calendar year for cash management purposes. However, recovering an in-year overpayment will not reduce an eligible centre's/agency's potential maximum funding for the calendar year.

Compliance Assurance: Direct Engagement Report

The CSD will select a 5% sample of eligible centres/agencies that received cost-based funding for the calendar year, to undergo a Direct Engagement to Report on Compliance to support verification that the offsetting base fee revenue and costs reported on the standardized financial report were eligible and in compliance with the

Ontario Child Care and Early Years Funding Guidelines. It will also confirm that amounts claimed for the eligible centre/agency on their standardized financial report are eligible costs, and that a reasonable methodology has been employed to pro-rate costs, where necessary.

A Direct Engagement to Report on Compliance is performed by an independent third-party practitioner under the reasonable assurance engagement in accordance with Canadian Standard on Assurance Engagements 3531, Direct Engagements to Report on Compliance. The practitioner's responsibility is to express an opinion on the licensee's compliance with this guideline in all significant respects.

It is the responsibility of the licensee to participate and provide any requested documentation to the auditor, as necessary, to complete the report. The licensee is not responsible for any direct costs associated with report.

Legacy Costs and Cost Reviews

Any legacy site that has applied for and been approved for legacy funding in 2025 may be subject to a formal cost review process. The goal of these cost reviews is not to reduce quality, but to gradually shift the overall cost of providing child care (that is, child care included in base fees) towards more standardized costs, as represented by benchmark allocations.

All Centres/agencies whose top-up ratios, calculated as the eligible centre's/agency's legacy top-up (for 2025 only) or rolling top-up (for calendar years after 2025) divided by their benchmark allocation, exceeds region specific growth multiplier (15%) for the calendar year may be subject to being selected for a cost review. Cost reviews will only be completed once provided the licensee continues to work on their cost reductions actions.

The cost review process will be a collaborative effort between the licensee and the CSD to identify potential cost reductions, such as:

- Ineligible costs; or
- Finding improved efficiencies

If no such reductions can be found, no further action needs to be taken.

In cases where opportunities for improved efficiencies in eligible costs are identified and agreed upon, the CSD may reduce the existing centre's/agency's Cost-Based Funding Allocation in accordance with a reasonable schedule by which the costs can be reduced. This schedule may last beyond the end of the calendar year but should not exceed December 31 of the third subsequent calendar year.

Reporting Requirements

The licensee must also report on data related to cost-based funding as set out in the ministry's funding guidelines. Reports are to be submitted by the licensee in accordance with the County of Lambton's reporting requirements and timelines, or upon request. Service data may include, but is not limited to, the following:

- Number of unique children served - Total
- Average monthly number of children served provided by age group – i.e., infant, toddler, preschool etc,

- Number of licensed child care spaces supported by age group and type of setting (i.e., centre or home-based)

Funding Appeals Process

Purpose

The Corporation of the County of Lambton's Children's Services Department (the "**County**") is designated as the Consolidated Municipal Service Manager for Lambton County and facilitates the Canada-Wide Early Learning & Child Care Centre Cost-Based Funding ("**CWELCC Funding**"). This document establishes the appeal process for decisions made by the County related to the eligibility of expenses for a licensed child care center or agency (a "**Service Provider**") providing childcare services under and claiming expenses through CWELCC Funding.

Overview and Guiding Principles

This policy is meant to ensure the County takes steps to apply this document :

1. fairly and equitably, with consideration for all relevant facts and circumstances of a particular case to ensure a fair outcome is reached; and,
2. with regard to principles of procedural fairness, and,
3. to ensure CMSM decisions remain aligned with the relevant Province of Ontario's funding guidelines for CWELCC Funding (the "Guidelines").

Under the Provincial funding guidelines for CWELCC Funding, the County must assess whether a Service Provider's costs are eligible for CWELCC Funding when evaluating "Actual Cost-Based Funding" (as defined in the Guideline) on reconciliation and conducting cost reviews.

The principle-based definition of "eligible costs" in the Guidelines, described in detail below, is designed to balance the objective of supporting Service Provider participation in the CWELCC Funding program by providing appropriate funding, representative of the true costs of providing child care, with the need to build in cost control structures and safeguards to ensure accountability over and equitable distribution of public funds. The intent is to provide a clear and consistent approach to evaluating eligible costs, while imposing minimal administrative burden for the County and the Service Provider and supporting high-quality learning environments for the benefit of eligible children in child care.

For clarity, "eligible costs" means costs incurred in respect of an eligible Service Provider in the calendar year for the purpose of providing licensed child care for eligible children, and which are:

- (a) attributable to the provision of child care included in the base fee for eligible children;
- (b) appropriate for the provision of child care for eligible children; and,
- (c) reasonable in quality and amount incurred, having regard to all the relevant circumstances.

If the County deems certain expenses to be ineligible, the Service Provider may appeal the decision in accordance with this document.

What decisions can be appealed?

Decisions about expenses that are ineligible based on the principle-based assessment of eligibility (e.g., expenses deemed ineligible due to being unattributable, inappropriate, and/or unreasonable).

For example, the Service Provider believes information may be missing and/or a factual error impacted a decision to reduce or remove an approved expense amount.

What decisions cannot be appealed?

Decisions about expenses that are based on specific rules for assessing eligibility as prescribed by the Ministry of Education (e.g., financing costs exceeding Canada Small Business Financing Program rates).

For example, a Service Provider cannot appeal allocation calculations and recovery amounts based on the Ministry of Education's funding formula (e.g., recoveries/2026 Rolling Top-Up based on underspending).

Process

Letter of ineligibility:

Following the County's reconciliation process for a Service Provider's CWELCC Funding, if the County deems any claimed expenses to be an ineligible expense, the County will issue a letter of ineligibility (the "**Letter of Ineligibility**") to the Service Provider through email.

The letter of ineligibility will provide the County's rationale regarding the cause of the expense's ineligibility.

Appeal submission:

The Service Provider may appeal the County's decision within no more than (14) days following the date of the Letter of Ineligibility by submitting the standard appeal form attached as Appendix #1 to this document to childcareadmin@county-lambton.on.ca (the "**Appeal**"). Supporting documentation identifying new information for the County to review must be provided with the standard appeal form.

Review and Reassessment:

The County's Manager, Children's Services Department and/or the General Manager, Social Services Division, as applicable, will review the Appeal and reassess the eligibility of the denied expenses based on the new information shared by the Service Provider and the Guidelines.

To support the reassessment, additional information may be requested from the Service Provider.

A final decision will be made to uphold, vary, or set aside the Notice of Ineligibility.

Notice of Decision:

The County will issue a notice of the outcome of the Appeal (the “Notice of Decision”) to the Service Provider through email.

The Notice of the Decision will include next steps, as relevant (e.g., timelines for recovery).

The Notice of Decision is considered final.

Additional Information and Questions

Please note, Children’s Services has the discretion to make exceptions to the Appeals Policy (e.g., extension to deadlines) where necessary.

The Appeals Form is enclosed as Appendix #D.

If you have any questions regarding the Appeals Process, please contact childcareadmin@county-lambton.on.ca

Reference Material:

- [Ministry of Education Funding Guidelines](#)
- [County of Lambton Service Provider Guidelines](#)

Summary

The intent of the Child Care Service Provider Guidelines is to offer Service Providers insight and an explanation of the policies and procedures followed by the County of Lambton CSD Department. The information contained in these guidelines allows for improved communication and transparency of business process.

Questions

Questions regarding this guide, Purchase of Service Agreements, Service Provider responsibilities or other information should be directed to:

Specific Fee Subsidy Inquiries:

Assistant Supervisor, Child Care
County of Lambton CSD Department
162 Lochiel Street, Sarnia, ON N7T 7W5
Tel: 519-344-2062 ext. 2335; Toll free 1-800-387-2882

All General Inquiries:

Child Care Administration
County of Lambton CSD Department
162 Lochiel Street, Sarnia, ON N7T 7W5
Tel: 519-344-2062 ext. 2201
Fax: 519-344-2023

Appendix A: Request for Funding Template

County of Lambton Request for Funding

Agency Name:	Name of Contact Person:
	Phone Number:
Site Name:	Email Address:

Provide a brief description and purpose of the planned funding:

For Office Use Only Indicate funding type (eg. R&M, PMBE, Other, etc.)	ITEM DESCRIPTION (Provide a document with quotes where applicable, as per the Child Care Service provider Guidelines)	COST (include HST, minus rebate if applicable)
TOTAL:		\$

CERTIFICATE	
As a signing authority for this organization, I certify that the information included in this application is accurate to the best of my knowledge.	
Name of Signing Authority:	
Title:	
Date:	

FOR OFFICE USE ONLY	
Approved By: _____	
Date: _____	

Appendix B: Instructions for completing the Budget Service Contract

Budget Service Contract (blue tab)



Homelessness Prevention & Children's Services Department
 Lambton Shared Services Centre
 162 Lochiel Street, Suite 100
 Sarnia, ON N7T 7W5
 Telephone: 519-344-2057
 Toll-free: 1-800-387-2882
 Fax: 519-344-2025
 www.lambtononline.ca

Budget Service Contract
 2023
 Schedule C-1

Organization Name: ABC Child Care Jsmith@ABC.ca
 Contact: Jane Smith 519-123-4567
123 Drury Lane
Sarnia, ON A1B 2C3

(Please update any changes to contact information)

Funding Type	Contracted Funding	Total in year Adjustments	Revised Contracted Funding	
1 General Operating	\$50,000.00	\$0.00	\$50,000.00	\$258,500
2 Wage Enhancement - Centre Based	\$25,000.00	\$0.00	\$25,000.00	
3 Pay Equity - Proxy	\$10,000.00	\$0.00	\$10,000.00	
4 CWELCC Fee Reduction-Non-Profit	\$50,000.00	-\$5,000.00	\$45,000.00	
5 Lambton Wage Enhancement	\$0.00	\$20,000.00	\$20,000.00	
6 CWELCC Workforce Compensation	\$15,000.00	\$0.00	\$15,000.00	
7 Fee Subsidy - PELP	\$80,000.00	\$0.00	\$80,000.00	
8 Workforce Development Funding	\$12,000.00	\$0.00	\$12,000.00	
9 CWELCC General Funding	\$0.00	\$1,500.00	\$1,500.00	
10	\$0.00	\$0.00	\$0.00	
11	\$0.00	\$0.00	\$0.00	
12	\$0.00	\$0.00	\$0.00	

Comments:

Add comments here

Agency Signature Date

Agency Signature Date

County Signature Date

“ I confirm that this organization has met minimum wage requirements without the use of General Operating Grants and that all funds have been utilized in accordance with the terms of the Purchase of Service Agreement and the Ontario Child Care Service Management and Funding Guidelines.”

I confirm that 100% of Wage Enhancement Funding was provided directly to eligible staff.



Homelessness Prevention & Children's Services Department

Lambton Shared Services Centre
162 Lochiel Street, Suite 100
Sarnia, ON N7T 7W5
Telephone: 519-344-2057
Toll-free: 1-800-387-2882
Fax: 519-344-2025
www.lambtononline.ca

Budget Service Contract

2023

Schedule C-1

Organization Name: ABC Child Care
Contact: Jane Smith
123 Drury Lane
Sarnia, ON A1B 2C3
Jsmith@ABC.ca
519-123-4567

(Please update any changes to contact information)

Funding Type	Contracted Funding	Total in year Adjustments	Revised Contracted Funding
1 General Operating	\$50,000.00	\$0.00	\$50,000.00
2 Wage Enhancement - Centre Based	\$25,000.00	\$0.00	\$25,000.00
3 Pay Equity - Proxy	\$10,000.00	\$0.00	\$10,000.00
4 CWBLCC Fee Reduction-Non-Profit	\$50,000.00	-\$5,000.00	\$45,000.00
5 Lambton Wage Enhancement	\$0.00	\$20,000.00	\$20,000.00
6 CWBLCC Workforce Compensation	\$15,000.00	\$0.00	\$15,000.00
7 Fee Subsidy - RLP	\$80,000.00	\$0.00	\$80,000.00
8 Workforce Development Funding	\$12,000.00	\$0.00	\$12,000.00
9 CWBLCC General Funding	\$0.00	\$1,500.00	\$1,500.00
10	\$0.00	\$0.00	\$0.00
11	\$0.00	\$0.00	\$0.00
12	\$0.00	\$0.00	\$0.00

\$258,500

Comments:
Add comments here

Agency Signature _____ Date _____
Agency Signature _____ Date _____
County Signature _____ Date _____

** "I confirm that this organization has met minimum wage requirements without the use of General Operating Grants and that all funds have been utilized in accordance with the terms of the Purchase of Service Agreement and the Ontario Child Care Service Management and Funding Guidelines."
I confirm that 100% of Wage Enhancement Funding was provided directly to eligible staff.

Due back: Jan
Blue tab

White areas is available to edit information .

- Organization information (any changes to contact information can be updated in this area)
- Comments (used to notify the County of any information concerning financial or service changes)

Needs to be signed by the agency and returned indicating that the agency is in agreement with the funding entitlement and that they are meeting the terms of the Purchase of Service Agreement and the Ontario Child Care Service Management and Funding Guidelines

Budget Service Contract – Mid Year (green tab)



Homelessness Prevention & Children's Services Department
 Lambton Shared Services Centre
 162 Lochiel Street, Suite 100
 Sarnia, ON N7T 7W5
 Telephone: 519-344-2057
 Toll-free: 1-800-387-2882
 Fax: 519-344-2025
 www.lambtononline.ca

Budget Service Contract
 2023
 Schedule C-1

Mid Year Update

Organization Name: ABC Child Care Jsmith@ABC.ca
 Contact: Jane Smith 519-123-4567
 123 Drury Lane
 Sarnia, ON A1B 2C3

Funding Type	Contracted funding	Total in year Adjustments	Year end	Jan to June Actual	July to Dec Projection	Year end spent	Difference of	
1 General Operating	\$50,000	\$0	\$50,000	\$25,000	\$25,000	\$50,000	\$0	
2 Wage Enhancement - Centre Based	\$25,000	\$0	\$25,000	\$15,000	\$15,000	\$25,000	\$0	
3 Pay Equity - Proxy	\$10,000	\$0	\$10,000	\$5,000	\$5,000	\$10,000	\$0	
4 CWELCC Fee Reduction-Non-Profit	\$50,000	-\$5,000	\$45,000	\$30,000	\$10,000	\$40,000	\$5,000	Surplus
5 Lambton Wage Enhancement	\$0	\$20,000	\$20,000	\$10,000	\$10,000	\$20,000	\$0	
6 CWELCC Workforce Compensation	\$15,000	\$0	\$15,000	\$7,000	\$5,000	\$12,000	\$3,000	Surplus
7 Fee Subsidy - PFLP	\$80,000	\$0	\$80,000	\$40,000	\$40,000	\$80,000	\$0	
8 Workforce Development Funding	\$12,000	\$0	\$12,000	\$6,000	\$6,000	\$12,000	\$0	
9 CWELCC General Funding	\$0	\$1,500	\$1,500	\$1,500	\$500	\$2,000	-\$500	Deficit
10	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
11	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
12	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	\$242,000	\$16,500	\$258,500	\$134,500	\$116,500	\$251,000		

Comments:
[Add comments here](#)

 Agency Signature Date

 Agency Signature Date

** I confirm that this organization has met minimum wage requirements without the use of General Operating Grants and that all funds have been utilized in accordance with the terms of the Purchase of Service Agreement and the Ontario Child Care Service Management and Funding Guidelines. I confirm that 100% of Wage Enhancement Funding was provided directly to eligible staff.

Financial Reporting

Budget Service Contract – Mid Year – Financial Reporting

Due back: July 30

White areas available to edit information .

- Mid Year Actual (January to June)
- Projection (July to December)
- Comments

Signature:

Needs to be signed by the agency and returned indicating that the agency is in agreement with the funding entitlement and that they are meeting the terms of the Purchase of Service Agreement and the Ontario Child Care Service Management and Funding Guidelines

Budget Service Contract – Year End Financial (purple tab)



Homelessness Prevention & Children's Services Department
 Lambton Shared Services Centre
 162 Lochiel Street, Suite 100
 Sarnia, ON N7T 7W5
 Telephone: 519-344-2057
 Toll-free: 1-800-387-2882
 Fax: 519-344-2025
 www.lambtononline.ca

Budget Service Contract
 2023
 Schedule C-1

Year End Financial

Organization Name: ABC Child Care Jsmith@ABC.ca
 Contact: Jane Smith 519-123-4567
 123 Drury Lane
 Sarnia, ON A1B 2C3

Funding Type	Contracted funding	Total in year Adjustments	Year end
1 General Operating	\$50,000	\$0	\$50,000
2 Wage Enhancement - Centre Based	\$25,000	\$0	\$25,000
3 Pay Equity - Proxy	\$10,000	\$0	\$10,000
4 CWELCC Fee Reduction-Non-Profit	\$50,000	-\$5,000	\$45,000
5 Lambton Wage Enhancement	\$0	\$20,000	\$20,000
6 CWELCC Workforce Compensation	\$15,000	\$0	\$15,000
7 Fee Subsidy - PELP	\$80,000	\$0	\$80,000
8 Workforce Development Funding	\$12,000	\$0	\$12,000
9 CWELCC General Funding	\$0	\$1,500	\$1,500
10	\$0	\$0	\$0
11	\$0	\$0	\$0
12	\$0	\$0	\$0
	\$242,000	\$16,500	\$258,500

Jan to Dec Actual	Year end spent	Difference of
\$50,000	\$50,000	\$0
\$25,000	\$25,000	\$0
\$10,000	\$10,000	\$0
\$42,000	\$42,000	\$3,000 Surplus
\$15,000	\$15,000	\$5,000 Surplus
\$15,000	\$15,000	\$0
\$80,000	\$80,000	\$0
\$13,000	\$13,000	-\$1,000 deficit
\$1,500	\$1,500	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$251,500	\$251,500	

Comments:
 Add comments here

Agency Signature _____ Date _____

Agency Signature _____ Date _____

**** "I confirm that this organization has met minimum wage requirements without the use of General Operating Grants and that all funds have been utilized in accordance with the terms of the Purchase of Service Agreement and the Ontario Child Care Service Management and Funding Guidelines." I confirm that 100% of Wage Enhancement Funding was provided directly to eligible staff.**

Budget Service Contract – Year End – Financial Reporting

Due back: End of Jan

Purple tab

White areas available to edit information .

- Year End Actual (January to December)
- Comments

Signature:

Needs to be signed by the agency and returned indicating that the agency is in agreement with the funding entitlement and that they are meeting the terms of the Purchase of Service Agreement and the Ontario Child Care Service Management and Funding Guidelines

Financial Reporting

Budget Service Contract – Year End Financial (purple tab)

Organization Name: ABC Child Care Contact: Jane Smith 123 Drury Lane Sarnia, ON A1B 2C3				Jsmith@ABC.ca 519-123-4567				Budget Service Contract 2023 Service Data				Year End Financial			
	General Operating	Wage Enhancement - Centre Based	Pay Equity - Proxy	CWELCC Fee Reduction - Non-Profit	Lambton Wage Enhancement	CWELCC Workforce Compensation	Fee Subsidy - PELP	Workforce Development Funding	CWELCC General Funding						
	FTE - RECE	# of Lic programs	# of Contracts				PRE SER - AVG#								
Contract Target	1	1													
YTD ACTUAL	5	1	1												
	FTE - Director Approv	FTE - RECE					FAM SER - AVG#								
Contract Target	1	1													
YTD ACTUAL		5													
	FTE - Non Registered	FTE - Director Approv					CH SER - YTD#								
Contract Target	0.1	1													
YTD ACTUAL	2														
	FTE - Program Support	FTE - Non Registered					FAM SER - YTD#								
Contract Target	1	1													
YTD ACTUAL	2	2													
	# of Lic Programs						SESSIONS - AVG#								
Contract Target	1														
YTD ACTUAL	1														
	# of Lic Spaces														
Contract Target	1														
YTD ACTUAL	36														
Contract Target															
YTD ACTUAL															
Contract Target															
YTD ACTUAL															
Contract Target															
YTD ACTUAL															

Budget Service Contract – Year End
– Statistical Reporting
 White areas available to edit change information .
 • January to December Actuals

Statistical Reporting

General Operating Child Care Agencies only

Organization Name: ABC Child Care
Contact: Jane Smith
123 Drury Lane
Sarnia, ON A1B 2C3

Jsmith@ABC.ca
519-123-4567

Budget Service Contract
2023
General Operating Grant Data

Name of Child Care Site and if the site is already included in the General Operating Grant

Include Operating Capacity, Range of site, and Months in Operation

Only to be completed by Child Care Agency

General Operating Grant																																				
Child Care Agency	ABC Child Care 1			ABC Child Care 2																																
Agency receiving GOG	yes																																			
	CAP	RAN	Mths	CAP	RAN	Mths	CAP	RAN	Mths	CAP	RAN	Mths	CAP	RAN	Mths	CAP	RAN	Mths	CAP	RAN	Mths	CAP	RAN	Mths	CAP	RAN	Mths	CAP	RAN	Mths	CAP	RAN	Mths			
Infant																																				
Toddler	8	1	12																																	
Preschool (full year)	8	1	12																																	
Preschool (partial year)																																				
JK/SK (Before/After School)				10	2	9																														
JK/SK (Full Days)				10	2	2																														
School Age (Before/After School)				10	2	9																														
School Age (Full Days)																																				
Home Care																																				

Child Care Agency																																				
Agency receiving GOG	CAP	RAN	Mths	CAP	RAN	Mths	CAP	RAN	Mths	CAP	RAN	Mths	CAP	RAN	Mths	CAP	RAN	Mths	CAP	RAN	Mths	CAP	RAN	Mths	CAP	RAN	Mths	CAP	RAN	Mths	CAP	RAN	Mths			
Infant																																				
Toddler																																				
Preschool (full year)																																				
Preschool (partial year)																																				
JK/SK (Before/After School)																																				
JK/SK (Full Days)																																				
School Age (Before/After School)																																				
School Age (Full Days)																																				
Home Care																																				

CAP = Operating Capacity
is defined as the number of spaces the program is staffed for on an ongoing basis.
The operating capacity may be less than licensed capacity. However, it cannot exceed the licensed capacity.
Please note that this does not represent the occupancy of your sites but the capacity for which

RAN = Range: number of hours per week that the program is offered
Range 1 equals program is offered for 40 or more hours per week
Range 2 equals program is offered for 20 to 39 hours per week
Range 4 equals program is offered for 10 to 19 hours per week
Range 8 equals program is offered for 1 to 9 hours per week

For definitions, please refer to these areas.

Mths = Months in a year that the program is offered

Definitions (grey tab)

Detail Code	Short Name	Name	Definitions
General Operating	RECE	Number of FTE's - Registered Early Childhood Educators	The number of full-time equivalent staff who hold an RECE, in child care centres, home child care agencies, and Special Needs Resourcing agencies, including home child care providers who receive general operating funding. Full-time equivalent is based on a minimum of 35 hours per week.
General Operating	Director Approved	Number of FTE's - Director - Approved	The number of full-time equivalent staff who are not RECEs, but who have been otherwise approved by a EDU Director to provide child care in child care centres, home child care agencies, and Special Needs Resourcing agencies, including home child care providers who receive general operating funding. Full-time equivalent is based on a minimum of 35 hours per week.
General Operating	Non Registered	Number of FTE's - Non Registered	The number of full-time equivalent staff who are considered untrained (do not hold an RECE), in child care centres, home child care agencies, and SNR agencies, including home child care providers who receive general operating funding. Full-time equivalent is based on a minimum of 35 hours per week.
General Operating	Program Support	Number of FTE - Non Program Staff	The number of full-time equivalent non-program staff (including cooks, bus drivers, housekeeping, janitorial, clerical staff, financial personnel and chief administrators) in child care centres, home child care agencies, and SNR agencies, including home child care providers who receive general operating funding. Full-time equivalent is based on a minimum of 35 hours per week.
Fee Subsidy - PELP	PRE SER AVG#		The number of preschoolers attending the PELP program. Each preschooler is counted once every month. The number reported is the year-to-date average of preschoolers receiving PELP Funding in each month.
Fee Subsidy - PELP	FAM SER - AVG#		The number of Families with a child in the PELP program. Each Family is counted once every month. The number reported is the year-to-date average of families receiving PELP Funding in each month. If a family has two or more children attending PELP, only count this family once.
Fee Subsidy - PELP	CHISER - YTD#		The number of children attending PELP. Each child is counted only once in the budget year.
Fee Subsidy - PELP	FAM SER - YTD#		The number of Families that have a child attending PELP. Each child is counted only once in the budget year.
Fee Subsidy - PELP	SESSIONS - AVG#		Average # of session that the children are attending. Please average the session per child. Example: Johnny attends 10 session each month, Sally attends 10 sessions each month, therefore average number of sessions utilized would be 10.
Special Needs - Resourcing	CHISER#		The number of children with special needs receiving SNR. Each child is counted only once in the budget year. Include SNR supporting school-aged children.
Special Needs - Resourcing	Avg 0-SK#		The number of children with special needs up to and including SK age receiving SNR. Each child is counted once every month. The number reported is the year-to-date average of the number of children served each month.
Special Needs - Resourcing	AVG SCH SER#		The number of school-aged children receiving SNR. Each child is counted once every month. The number reported is the year-to-date average of school-aged children receiving SNR. For school-aged children who are 6 years of age and under 18 years of age.
Special Needs - Resourcing	FTE STAFF CC#		The number of resource teachers/consultants or supplemental staff responsible for the delivery of the service. Full-time equivalent is based on a minimum of 35 hours per week.
Special Needs - Mental Health	CHISERF#		The number of children with special needs receiving SN supports. Each child is counted only once in the budget year. Include SN supporting school-aged children enrolled in recreation programs.
Special Needs - Mental Health	Fam SERV#		The number of families with special needs receiving SN supports. Each family is counted only once in the budget year. Include SN supporting school-aged families enrolled in recreation programs.
Special Needs - Mental Health			
System Needs - PPRC Operating	WKSH PD #	number of professional dev. workshops	

Definitions tab has detailed explanations to help complete service data section

Appendix C: Instructions for completing the OCCMS Attendance Schedules

Attendance Schedules

Overview of Attendance Schedules

The County of Lambton CSD Department distributes web-based attendance schedules to Service Providers in the first week of each month. The attendance schedule reflects the enrolment for the previous month (e.g. schedule for September is received on the first business day of October).

Service Providers are required to complete attendance for each child with the appropriate code (explained below), by the 10th business day of the following month. Accurate reporting is essential as payments to Service Providers are based on this information.

Attendance Type	Code
Absent/Sick/Vacation	A
Withdrawal	W
Present	P
Non-Paid days	N
Statutory Holidays	H

Completing a Record of Attendance

Service Providers will select Attendance from the welcome screen of the OCCMS. To complete a Record of Attendance for more than one site, at the Head Office, select provider site and the month from the drop-down lists. All the vacancy fields will need to be completed. Enter any general site comments as needed. Select save and continue to complete each individual child's attendance.

Completing an Individual Child's Attendance

Service Providers can select the appropriate attendance for each scheduled day by clicking select next to each child's name. If a child is showing as a non-scheduled placement, but attends, changes can be made by selecting from the drop-down boxes for each day. A comment is required before saving any changes to a non-scheduled attendance. To move on to the next child, select save and next child; to go back to the children screen, select save. Click cancel to go back without saving.

The Child Information section lists all the information necessary for the child, including the remaining Absent Day Allowance. Click along the blue bar or double arrows (next to Child Information) to access this information.

If a child's name is not on the Attendance Schedule, Service Providers are required to notify the County of Lambton CSD Department before completing the attendance in order to add the child to the schedule for that month.

If a care code or rate is not correct Service Providers will notify the County of Lambton CSD Department before completing the attendance in order to make the adjustment for that month.

Once the attendance has been updated for all the children, select Completed on the main Children screen. Select OK if finished. No additional changes can be made once the attendance is marked as final.

The OCCMS will log the username and date/time that the Record of Attendance was completed. A signature is not necessary on the Web Record of Attendance.

Records can easily be viewed online for a minimum of 7 years after they have been generated.

View and/or Print an In Progress or Completed Attendance

Select Preview Attendance in the Children screen, click on the print icon. In order to be able to print properly, Adobe Reader must be installed on the computer.

User Rights

Head Office Users are able to:

- complete Record of Attendance
- view and print Attendance Schedule
- view and print Centre Payment Detail Summary

Site Users are able to:

- complete Record of Attendance
- view and print Attendance Schedule

Finance Users are able to:

- view and print Attendance Schedule
- view and print Centre Payment Detail Summary

Service Provider Web Record of Attendance Step-by-Step

1. Double-click on WEB LINK
 2. Enter username and password (enter new password and verify if necessary)
 3. Select ATTENDANCE
 4. RECORD OF ATTENDANCE
 5. Select SITE and MONTH
 6. SELECT A CHILD
 7. UPDATE ATTENDANCE (from drop-down list) using legend
 8. SAVE AND NEXT CHILD
 9. Continue for all children
 10. Complete vacancies
 11. Enter general site comments (as needed)
 12. Complete or preview attendance when ready
- A “*” next to a child’s name indicates that the attendance needs to be updated
 - Unscheduled day changes – comments are mandatory
 - Add a child’s name – contact the County of Lambton CSD Department
 - To organize by name alphabetically/age/care code or rate – click on the [BLUE](#) title above each column on the main CHILDREN screen (e.g. click [NAME](#) if you want to organize by names/alphabet, click [AGE](#) if you want to organize by age).
 - If a child has withdrawn from care, select Withdrawn from the drop-down menu on their last expected payment date. If requesting Withdrawal without Notice, please be sure to include a comment.

OCCMS – OPERATORS STEPS

Step 1) Login into OCCMS

<https://attendance.county-lambton.on.ca/OCMSOperators/Signin.aspx>

Welcome to OCCMS - Operators



Ontario Child Care Management System

Sign In

Username

Password

☐ Change my password. ☐ Sign me in automatically.



Enter Username and Password

Sign In

Items that need attention:

Username is required

Password is required

Step 2) Select Provider Site (if you have more than 1)

Operators

Attendance

Financial Management

Special Purpose Expenses ▾

EarlyON ▾

Admin ▾

Help ▾

Attendance Filter

Head Office



Provider Site



Year



Month



View Attendance

View Centre Payment Detail Summary



**Select Provider Site
(if you have more
than 1).**

Step 3) View attendance

Operators Attendance Financial Management Special Purpose Expenses ▼ EarlyON ▼ Admin ▼ Help ▼

Attendance Filter

Head Office	HEAD OFFICE NAME ▼	Provider Site	PROVIDER SITE NAME ▼
Year	2023 ▼	Month	August ▼

[View Attendance](#) [View Centre Payment Detail Summary](#)

Click on View Attendance

Step 4) Select the child

Operators Attendance Financial Management Special Purpose Expenses ▼ EarlyON ▼ Admin ▼ Help ▼

Edit Site Attendance - PROVIDER SITE NAME - August 2023

Completed By	STAFF NAME	Date Completed	2023-09-07 1:02 PM
Verified By		Date Verified	2023-09-07 2:50 PM

Children (* - Attendance not updated)

All << A B C F G H J M R S T V W >> ?

[Search](#) [Clear](#)

Total Payable: \$15,134.27

1 2 3 4

	Child ID	Name	Age	Care Code	Approval Rate	Parent Contrib.	P	V	S	A	W	H	N	E	O	Gross Cost	Parent Cost	Net Payable
Select	CHILDIR#	CHILD'S NAME	5y 3m	FP	\$25.00	\$0.00	5	0	1	8	0	0	0	0	0	\$300.00	\$0.00	\$300.00
Select	CHILDIR#	CHILD'S NAME	3y 9m	FP	\$25.00	\$0.00	23	0	0	0	0	0	0	0	0	\$575.00	\$0.00	\$575.00
	CHILDIR#	CHILD'S NAME	4y 1m	FP	\$25.00	\$0.00	21	0	0	2	0	0	0	0	0	\$575.00	\$0.00	\$575.00
	CHILDIR#	CHILD'S NAME	3y 5m	FP	\$25.00	\$7.44	16	5	1	1	0	0	0	0	0	\$575.00	\$171.12	\$403.88
Select	CHILDIR#	CHILD'S NAME	3y 10m	FP	\$25.00	\$2.72	20	3	0	0	0	0	0	0	0	\$575.00	\$62.56	\$512.44
Select	CHILDIR#	CHILD'S NAME	4y 5m	FP	\$25.00	\$3.00	20	0	0	3	0	0	0	0	0	\$575.00	\$69.00	\$506.00
Select	CHILDIR#	CHILD'S NAME	3y 0m	FP	\$25.00	\$0.00	13	0	0	1	0	0	0	0	0	\$350.00	\$0.00	\$350.00
Select	CHILDIR#	CHILD'S NAME	3y 4m	FP	\$25.00	\$3.66	14	0	0	9	0	0	0	0	0	\$575.00	\$84.18	\$490.82
Select	CHILDIR#	CHILD'S NAME	3y 4m	FP	\$25.00	\$0.00	13	0	0	10	0	0	0	0	0	\$575.00	\$0.00	\$575.00
Select	CHILDIR#	CHILD'S NAME	4y 6m	FP	\$25.00	\$0.00	14	0	0	9	0	0	0	0	0	\$500.00	\$0.00	\$500.00

1 2 3 4

Vacancies

Operating Capacity

Waitlist

Toddler	5	10	158
Preschool	20	36	143
Primary/Junior	10	26	8

Comments

[Cancel](#) [Children Turning 18, 30 or 72 months](#) [Comments](#)

[Preview Attendance](#)

Step 5) Report Day Present, Absent, no change and then SAVE.

Operators Attendance Financial Management Special Purpose Expenses ▼ EarlyON ▼ Admin ▼ Help ▼

Edit Child Attendance - PROVIDER SITE NAME - CHILD'S NAME - \$0.00 - FP - FULL DAY PRESCH.

August 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1 Attendance: P	2 Attendance: P	3 Attendance: P	4 Attendance: P	5
6	7 Attendance: P	8 Attendance: P	9 Attendance: P	10 Attendance: P	11 Attendance: P	12
13	14 Attendance: P	15 Attendance: P	16 Attendance: P	17 Attendance: P	18 Attendance: P	19
20	21 Attendance: P	22 Attendance: P	23 Attendance: P	24 Attendance: P	25 Attendance: P	26
27	28 Attendance: P	29 Attendance: P	30 Attendance: P	31 Attendance: P	1	2
3	4	5	6	7	8	9

Comments

*** System Comments Begin ***
Day 1: Non scheduled day changed
Day 2: Non scheduled day changed

Child Info

Child ID	CHILD'S ID	Name	CHILD'S NAME
Age	3y 9m	Age Group	Preschool
Applicant 1 Name	APPLICANT 1 NAME	Applicant 1 Caseload	CASE WORKERS NAME
Approved Days	5.0		
Remaining Sick / Vacation / Absent Days	24		

Other Placements for CHILD'S NAME (3y 9m)

There are no other placements for this child

Next Child Cancel



SAVE will show here.

Step 6) Click Next Child

Operators
Attendance
Financial Management
Special Purpose Expenses ▾
EarlyON ▾
Admin ▾
Help ▾

Edit Child Attendance - PROVIDER SITE NAME - CHILD'S NAME - \$0.00 - FP - FULL DAY PRESCH.

August 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1 Attendance: P	2 Attendance: P	3 Attendance: P	4 Attendance: P	5
6	7 Attendance: P	8 Attendance: P	9 Attendance: P	10 Attendance: P	11 Attendance: P	12
13	14 Attendance: P	15 Attendance: P	16 Attendance: P	17 Attendance: P	18 Attendance: P	19
20	21 Attendance: P	22 Attendance: P	23 Attendance: P	24 Attendance: P	25 Attendance: P	26
27	28 Attendance: P	29 Attendance: P	30 Attendance: P	31 Attendance: P	1	2
3	4	5	6	7	8	9

Comments

*** System Comments Begin ***
Day 1: Non scheduled day changed
Day 2: Non scheduled day changed

Child Info

Child ID	CHILD'S ID	Name	CHILD'S NAME
Age	3y 9m	Age Group	Preschool
Applicant 1 Name	APPLICANT 1 NAME	Applicant 1 Caseload	CASE WORKERS NAME
Approved Days	5.0		
Remaining Sick / Vacation / Absent Days	24		

Other Placements for CHILD'S NAME (3y 9m)

There are no other placements for this child



Next Child Cancel

Click to select "Next Child"

Follow steps for ALL children.

Step 7) Vacancies, operation capacity and waitlist to be inputted prior to confirmation.

****Report adjustments from the prior month in the comments section if you have any****

Operators Attendance Financial Management Special Purpose Expenses ▼ EarlyON ▼ Admin ▼ Help ▼

Edit Site Attendance - BEACONS OF LIGHT CHILD CARE - August 2023

Completed By: PROVIDER SITE NAME Date Completed: 2023-09-07 1:02 PM
Verified By: STAFF NAME Date Verified: 2023-09-07 2:50 PM

Children (* - Attendance not updated)

All << A B C F G H J M R S T V W >> ?

Search Clear Total Payable: \$15,134.27

	Child ID	Name	Age	Care Code	Approval Rate	Parent Contrib.	P	V	S	A	W	H	N	E	O	Gross Cost	Parent Cost	Net Payable
Select	CHILDDID	CHILD'S NAME	5y 3m	FP	\$25.00	\$0.00	5	0	1	8	0	0	0	0	0	\$300.00	\$0.00	\$300.00
Select	#	CHILD'S NAME	3y 9m	FP	\$25.00	\$0.00	23	0	0	0	0	0	0	0	0	\$575.00	\$0.00	\$575.00
Select	CHILDDID	CHILD'S NAME	4y 1m	FP	\$25.00	\$0.00	21	0	0	2	0	0	0	0	0	\$575.00	\$0.00	\$575.00
Select	#	CHILD'S NAME	3y 5m	FP	\$25.00	\$7.44	16	5	1	1	0	0	0	0	0	\$575.00	\$171.12	\$403.88
Select	CHILDDID	CHILD'S NAME	3y 10m	FP	\$25.00	\$2.72	20	3	0	0	0	0	0	0	0	\$575.00	\$62.56	\$512.44
Select	#	CHILD'S NAME	4y 5m	FP	\$25.00	\$3.00	20	0	0	3	0	0	0	0	0	\$575.00	\$69.00	\$506.00
Select	CHILDDID	CHILD'S NAME	3y 0m	FP	\$25.00	\$0.00	13	0	0	1	0	0	0	0	0	\$350.00	\$0.00	\$350.00
Select	#	CHILD'S NAME	3y 4m	FP	\$25.00	\$3.66	14	0	0	9	0	0	0	0	0	\$575.00	\$84.18	\$490.82
Select	CHILDDID	CHILD'S NAME	3y 4m	FP	\$25.00	\$0.00	13	0	0	10	0	0	0	0	0	\$575.00	\$0.00	\$575.00
Select	#	CHILD'S NAME	4y 6m	FP	\$25.00	\$0.00	14	0	0	9	0	0	0	0	0	\$500.00	\$0.00	\$500.00

1 2 3 4

	Vacancies	Operating Capacity	Waitlist
Toddler	5	10	158
Preschool	20	36	143
Primary/Junior	10	26	8

Comments

Cancel Children Turning 18, 30 or 72 months Comments Preview Attendance

Once all 7 steps are complete **select confirm**

Appendix D: CWELCC Cost-Based Funding Appeal Form

Contact Information	
Head Office	
Site	
Name/Position	
Phone Number	
Email	
Appeal Information	
Date of Appeal	
Date of Ineligibility Letter	
Ineligible Expenses (\$)	
Ineligible Expenses Being Appealed (\$)	
Description of Ineligible Expenses Being Appealed	
Please provide detailed information about why you believe this expense should be reconsidered for eligibility. Please provide reference to the relevant sections of the Funding Guidelines and attach supporting documentation as appropriate.	
Signing Authority	
Name	
Position Title	
Date	