

**The Corporation of the City of Cornwall
("Corporation")**

**Service Contract
Schedule "A-1": Child Care Fee Subsidy**

Service Description Schedule

Organization Name: Name of Child Care Centre
Address

Legislation: *Child Care and Early Years Act, 2014 (CCEYA)*

Service Name: Child Care – Child Care Fee Subsidy - Non-Profit

Service Objectives

To enable families with children, who qualify for Child Care Fee Subsidy, to access licensed Child Care Programs within the City of Cornwall and the United Counties of Stormont, Dundas and Glengarry.

Service Description

Fee Subsidy and Consideration

1. Eligibility

- 1.1** Families must complete the application for fee subsidy with the appropriate City of Cornwall Child Care Services staff in order for a determination of eligibility for Child Care Fee Subsidy to be made.
- 1.2** In order to receive Child Care Fee Subsidy, families will choose a Child Care Program within the City of Cornwall and the United Counties of Stormont, Dundas and Glengarry that has available space and with a Program that has an existing "Purchase of Service Agreement" with the Corporation.

2. Waiting List

- 2.1** The City of Cornwall Child Care Services maintains a centralized waiting list for parents/guardians requesting child care fee subsidy for their children.

- 2.2 Parents/guardians requesting to be put on the centralized waiting list will be informed of the different child care services in their municipality/community and will be encouraged to visit those services.

3. Subsidy and payments

- 3.1 When a family is deemed eligible for child care fee subsidy, the Child Care Program will be notified and advised of the start date, the approved child care code, the approved schedule for attendance at the centre including the days and hours approved for care, and the parental contribution.
- 3.2 If a family is determined by the City of Cornwall Child Care Services staff to have “available income” to contribute towards the costs of the Child Care, the Child Care Program is responsible for the collection of this amount from the family.
- 3.3 In the event that the family is determined by the CMSM to have “available income” to contribute towards the cost of the child care, the CMSM will advise the centre of the amount owing from the family. Centres are not permitted to charge families more than the parent contribution as communicated by the City of Cornwall Child Care Services staff.
- 3.4 Child Care Service Operators are required to complete a monthly “Attendance Schedule” as provided by the Corporation. Authorized individuals within the Child Care Program verify the actual days/times of attendance, as per the approved schedule, at the applicable child care program. This document must be returned to the Corporation on or before the 3rd business day of the month each month to enable payment to the Child Care Program. In the case that child care programs are participating in the on-line attendance reporting, timeframes remain the same.
- 3.5 Once a parent/guardian is eligible to subsidized care for his/her child or children, he/she must continue to meet eligibility criteria to remain eligible for subsidy. Child Care Services has an ongoing review process of eligibility in place and will inform the Child Care Program of any relevant changes to subsidy or forthcoming withdrawals.
- 3.6 Any and all child care fees that are incurred by a family, when determined ineligible for child care fee subsidy will be the sole responsibility of the family and collection thereof will be the sole responsibility of the Child Care Program.

4. Termination and withdrawal of services

- 4.1 Where Child Care Services is aware of a forthcoming termination of subsidy for a child, a notice of no less than ten (10) business days will be given to the Child Care Program.
- 4.2 Where a child, whose child care fees are subsidized, is withdrawn by the parent/guardian without a notice of no less than five (5) business days, the Child Care Program may receive payment equivalent to no more than five days of care from Child Care Services, unless the resulting vacancy is filled within those five (5) days.
- 4.3 Where the Child Care Program is aware that a child, whose care is subsidized, will be withdrawn, the Child Care Program shall notify Child Care Services immediately.

5. Absenteeism

- 5.1 The Child Care Program has the responsibility to monitor absenteeism and to ensure it does not exceed five (5) weeks per calendar year per child with subsidized care. Absenteeism includes sick days, vacation days, unexplained absent days and any days where the child is absent for any reasons and the Child Care Program receives payment by Child Care Services. Unused allowed absences will follow the child from program to program and/or from service to service within the same calendar year only. Unusual circumstances may be addressed through the Division Supervisor on a case by case basis.
- 5.2 Ten (10) consecutive days of absence without notice to the child care provider is considered to be "withdrawal without notice". The child care program shall notify child care services immediately of ten (10) consecutive days of absence.

6. Other

- 6.1 The Corporation maintains the right to review and amend internal procedures and policies by which the Child Care Fee Subsidy Program is administered.
- 6.2 The Corporation has the right to identify and make changes to the existing processes between the Fee Subsidy Program and Child Care Programs to create efficiencies and accountability.

- 6.3 Child Care fee subsidy will be paid to the Child Care Service Operator as per the operator's posted daily rates. Daily rates are paid based on the program which the child attends and not the child's age (e.g. if a toddler (22 months) is in a preschool program, the rate would be paid at the preschool rate). The foregoing fees will be supplemented by an amount of \$5.00 per hour for the provision of non-traditional hour services on a weekend, during evening hours or overnight (Before 6:30 a.m. & after 6:00 p.m.).
- 6.4 License holders or programs are subject to review and/or audit upon the Corporations' request and must provide such information as deemed necessary by the Corporation.
- 6.5 Child Care Service Operators must have prior written permission from the City of Cornwall Child Care Division in order to increase their per diem child care rates. An application for rate increases must be submitted to the Corporation in the format of a business case that supports the request.
- 6.6 Child Care Operators must have prior written approval by the City of Cornwall Child Care Division in order to increase licensed capacity and will only be considered for younger age groups (ages 0 to 3.8).

In witness whereof this contract has been signed by an authorized Corporate official on behalf of the Corporation and the Child Care Service Operator by its proper signing officers.

Signed, sealed and delivered

On the _____ day of _____, 2020

On behalf of the Corporation
Bernadette Clement
Mayor

On behalf of the Corporation
Manon Levesque
City Clerk

Child Care Service Operator: Name of Child Care Service Operator

Witness*

By: Signing Officer **

Position:

(Seal)

Witness *

By: Signing Officer**

Position:

* Witness required where the Child Care Service Operator is a sole proprietor or partner in a partnership. Not required when corporate seal is affixed.

** I have the authority to bind the Corporation