



City of Cornwall Child Care Division

**Child Care Business Practice
Guideline 2021**

For Child Care Service Operators

January 2021

Introduction

The City of Cornwall Child Care Division is the designated Service System Manager for Child Care and the Early Years for Cornwall and the Counties of Stormont, Dundas and Glengarry. As such, the Child Care Division has set out policies and guidelines, contained within this document, which must be followed by all child care operators who access funding through the Division.

The Child Care Service Operator must ensure that all programs will be delivered adhering to appropriate legislation and/or quality assurance program. In particular, the terms of the Child Care and Early Years Act, 2014 (CCEYA), Early Childhood Educators Act (ECEA), Education Act and the Children and Family Services Act, and any other requirements as set out by the province of Ontario.

The Child Care Service Operator will provide services in accordance with the applicable Service Description Schedule(s), which will include completion of the annual Information Submission package and the General Operating Grant Summary.

Policies

As Service System Manager, the City of Cornwall Child Care Division must ensure that appropriate policies and procedures are in place. In addition to policies that are mandated through legislation (CCEYA, 2014), child care operators who receive funding through the City must also adhere to the following policies:

- Serious incident reporting
- Conflict of Interest

Serious Incident Reporting

As per the CCEYA, 2014 child care operators are required to complete Serious Occurrence reports through the Child Care Licensing System (CCLS). As the service system manager, the Child Care Division Supervisor has access to these serious occurrence reports, as well as all submitted updates. Child care operators must provide the City with additional updates, as requested. It is the responsibility of the Child Care Division to keep elected officials up to date on relevant community information.

At times, other serious incidents may occur that are not required to be reported through CCLS. These serious incidents must be reported directly to the Child Care Division Supervisor via email at kgreaves@cornwall.ca. Serious incidents that must be reported to the service system manager include:

- Breach of confidentiality involving a fee subsidy client or City employee
- Incidents that may result in media attention

Conflict of Interest

It is important for the public that service operators accessing Ministry of Education funds distributed by the City of Cornwall are being well managed. Situations occur where a person or business interest dealing with service provider has a conflict of interest that could damage public confidence in our programs. The following definition shall be used when determining if there is a conflict of interest.

Conflict of interest is a situation where the other personal or business interests of a party are in conflict with the best interests of the Special Needs Resourcing Program operation. A conflict of interest may occur under the following 2 circumstances:

1. a direct or indirect personal gain or benefit is given or received by a party, or a family member of a party, or
2. a direct or indirect advantage or privilege is given to or received by a party, or a family member of a party

Service operators must closely monitor their relationships, arrangements, contracts and agreements and not engage in any that may result in a conflict of interest.

Service operators must advise the Child Care Division immediately should a conflict of interest arise.

Child Care Fee Subsidy

Overview

The Child Care Fee Subsidy program helps eligible families pay for the cost of licensed child care for children up to the age of 12 years. Child Care fee subsidy is an essential support for many families, helping them balance the demands of work and family while actively participating in the workforce or pursuing education or training.

To be eligible for child care fee subsidy, parents or legal guardians must be working, attending school or training, or be in receipt of Ontario Works (OW) or Ontario Disability Support Program (ODSP) benefits while participating in an approved activity. Child care fee subsidy may also be provided, at the discretion of the Child Care Division staff, if the child has a recognized special or social need.

The amount of child care fee subsidy, if any, is determined using the Ministry mandated income test on the Ontario Child Care Management System (OCCMS). Eligible hours of child care are based on the parent's hours of work or school. Child Care fee subsidy will be approved as per the following definitions:

- **Full Day:** Services consisting of 6 or more hours of care
- **Half Day:** Services consisting of less than 6 hours of care
- **Before and/or After School Care:** Services accessed prior to the start of the school day and/or after the end of a school day
- **Extended hours:** before 7:00 a.m. and/or after 6:00 p.m.
- **Additional Days for School Aged Children,** as per full day and/or half day as listed above: to allow for children who normally attend care only for before and/or after school to access care on school breaks and snow days.
- **Varied Schedule:** Care is approved as a 'varied schedule' for families who do not work set shifts and therefore the days and hours that care is required will change from week to week, with no minimum number of set days per week. If a child with an approved varied schedule, schedules less than 12 days per month additional reporting is required when submitting attendance.

Fee subsidy for special needs and social referrals are given on a temporary part- time basis and are prioritized for children who are eligible for school in the upcoming school year.

Parents are also required to provide documentation as per Ministry guidelines and local policy to qualify for child care fee subsidy. Once a parent/guardian is deemed eligible to subsidized care for his/her child or children, he/she must continue to meet eligibility criteria to remain eligible for subsidy.

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.

Child Care Division Responsibilities

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 7:00 a.m. & after 6:00 p.m.).

The subsidy is provided to licensed child care programs on behalf of eligible families.

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.

If a family is determined by the City of Cornwall Child Care Division 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.

If 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 Division staff.

The Child Care Division conducts ongoing reviews with families to verify continued eligibility and will inform the Child Care Program of any relevant changes to subsidy or forthcoming withdrawals.

Child Care Operator Responsibilities

Child Care Service Operators are required to report attendance on a monthly basis. Authorized individuals within the Child Care Program must verify the actual days/times of attendance, as per the approved schedule, at the applicable child care program. This must be completed and submitted to the Corporation on or before the 3rd business day of the month each month to enable payment to the Child Care Program.

Child care operators are required to monitor attendance and ensure the approved schedule is being followed. Should a family indicate to an operator a change in schedule, please direct them to communicate with their Case Manager for approval. Attendance will only be approved as per the most recent Notification of Fee Subsidy form that has been sent to the centre. Should a client attend care outside of this schedule, it will be the center's responsibility to collect fees for any additional hours and/or days directly from the family.

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.

Where the Child Care Division 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.

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.

Termination and Withdrawal from a Program

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.

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.

Where the Child Care Program is aware that a child, whose care is subsidized, will be withdrawn, the Child Care Program shall notify the Child Care Division immediately.

Child Care Division staff will inform the child care operator in a timely manner of termination dates should a family no longer need and/or qualify for child care fee subsidy.

Confidentiality

When applying for child care fee subsidy, clients consent to the exchange of information between the City of Cornwall Child Care Division and their Child Care Provider for the purpose of determining a placement for their child(ren), as well as for attendance purposes. As such, Case Managers will not discuss clients' personal circumstances with the child care operator.

The CCEYA, 2014 outlines the personal information that child care operators must have on file for the children that are enrolled in their centres. This information is collected and shared with relevant staff to ensure the proper placement of the child(ren) as well as to ensure the health and safety of the children. Any additional personal information pertaining to the financial circumstances of a client, including if they are in receipt of child care fee subsidy, must not be shared with staff who are not responsible for submitting the monthly attendance reports to the City.

Special Purpose Funding

Service Objectives

Special purpose funding has been made available with the intent of supporting licensed child care programs. Special purpose funding is targeted towards items and/or required services that are necessary to ensure the health and safety of the children in child care programs (Repairs and Maintenance), to support professional development opportunities that build the capacity of licensed child care operators (Capacity Building), to cover one-time costs for non-profit child care operators that are involved in business transformation activities and/or require business transformation supports (Transformation Funding) and to help child care operators to create enriching environments that are developmentally appropriate and promote children's exploration and learning through play (Play Based Material and Equipment Expense).

Special Purpose funds will be distributed in accordance to the following 2 factors:

1. To operators that have a current service contract with the City of Cornwall.
2. To non-profit operators expanding their licensed capacity for approved Consolidated Municipal Service Manager (CMSM)/School Board projects under the Ministry of Education's Schools First Child Care Capital Retrofit Policy (SFCCCRP).

Purposes, Goals and Objectives

The following 5 points identify the purposes, goals and objectives of these guidelines and of each of the methods of procurement are to encourage open competition among suppliers

1. to maximize savings for taxpayers
2. to ensure service and product delivery, quality, efficiency and effectiveness
3. to ensure fairness among bidders
4. to ensure openness, accountability and transparency
5. to obtain the best value for the use of public funds when procuring goods and services

The key goals of the procurement process that the City of Cornwall is committed to achieve in order to maintain the integrity of the process and protect the

interests of the Corporation and the public are to ensure the best possible quality of goods and services at the best possible cost, accountability, fairness, objectivity, efficiency, effectiveness and transparency.

Conflict of Interest

It is important for the public that non-profit and for-profit operators accessing Ministry of Education funds distributed by the City of Cornwall are being well managed. Situations occur where a person or business interest dealing with a child care operation has a conflict of interest that could damage public confidence in our child care programs. The following definition shall be used when determining if there is a conflict of interest.

Conflict of interest is a situation where the other personal or business interests of a party are in conflict with the best interests of the child care operation. A conflict of interest may occur under the following 2 circumstances:

- 1. a direct or indirect personal gain or benefit is given or received by a party, or a family member of a party, or*
- 2. a direct or indirect advantage or privilege is given to or received by a party, or a family member of a party*

The Child Care Operator must closely monitor its relationships, arrangements, contracts and agreements and not engage in any that may result in a conflict of interest.

Non-profit and for-profit operators must advise the Child Care Division immediately should a conflict of interest arise.

Restrictions

No contract for goods or services may be divided into two or more parts to avoid the application of the provisions of these guidelines.

Operators may not pay with/or use any dividend or benefit card for personal gain (e.g. Air Miles, points).

Application Process

Please refer to the following 3 components regarding the application process:

1. Applications will be accepted from child care operators that have a current service contract with the City of Cornwall and from non-profit operators expanding their licensed capacity for approved CMSM/School Board projects under the Ministry of Education's Schools First Child Care Capital Retrofit Policy (SFCCCRP).
2. Application forms can be obtained on the City of Cornwall website by visiting the following link:
<https://www.cornwall.ca/en/live-here/Resources-for-child-care-operators.aspx>
3. Applicants will complete the appropriate application form(s) and mail their application(s) along with the applicable supporting documents to:
City of Cornwall, Child Care Division
P.O. Box 877
340 Pitt Street
Cornwall, Ontario K6H 5T9

Please refer to the following 6 points of clarification regarding the application process.

1. Applicants will be notified via e-mail once their application has been received.
2. Approved applications will receive confirmation of a funding allocation via e-mail.
3. All completed projects require invoices marked paid in full to be submitted to the City of Cornwall along with proof of payment within 30 days. If an operator submits copies of invoices, they are required to keep on file the original invoices for a period of no less than 7 years.
4. Invoices not received within 30 days or by the end of January of the following calendar year for projects completed late in the current year, will result in the money being recovered by the City.
5. No further applications will be processed until the original invoices and other required documentation are received, as per municipal discretion.
6. Payment will be processed once invoices or approved lowest quotes are received and verified.
7. Payments will be issued by direct deposit.

The Special Purpose (Repairs and Maintenance, Capacity Building, Transformation Funding and Play Based Material and Equipment) funding is subject to the following 5 conditions:

1. All applications for Special Purpose funding must be submitted on the designated forms provided by the City of Cornwall.
2. All requested items/services that are in excess of \$5,000.00 (before taxes) must be supported by a minimum of three (3) separate written, competitive quotes prior to the purchase of the item/service. All quotes must be for comparable items/services and must be detailed, including all products/services that will be provided. All quotes must be submitted to the City of Cornwall on the Quotation Summary Form. If the operator chooses to accept a quote that is not the lowest quote submitted, an explanation and request for approval must be submitted to the City of Cornwall prior to the purchase. Funding may be restricted to the totality of the lowest quote.
3. Special Purpose items/services that are approved may not be substituted unless prior approval has been requested and granted through the City of Cornwall.
4. If there are any remaining funds after the purchase of items/services, this amount must be immediately reported to the City of Cornwall for reimbursement.
5. The operator will be responsible for the difference of any cost that exceeds the approved Special Purpose items/services allocation.

Program/Project Reports

The Operator will be required to enter into an agreement as provided by the City with respect to the acquisition and disposal of items purchased with Special Purpose Funding.

Note: Applications for Special Purpose funding is subject to change based on demand and Ministry of Education funding allocation.

Special Purpose Funding Guidelines

Repairs and Maintenance

Repairs and Maintenance funding is intended to assist both non-profit and for-profit licensed Operators who are not, or may be at risk of not being, in compliance with licensing requirements under the *Child Care and Early Years Act, 2014*. Priority will be given to fund programs that serve children age birth to 3.8 years.

Common areas of repairs and maintenance concerns include:

| | |
|---|--|
| <p>Food Preparation</p> <p>Repair or replacement of the following 3 items:</p> <ol style="list-style-type: none"> 1. Hand washing sink in the kitchen 2. Dishwasher or hot water booster 3. Major appliances | <p>Washrooms</p> <p>Repair or replacement of the following 4 items:</p> <ol style="list-style-type: none"> 1. Fixtures 2. Partitions 3. Flooring material 4. Change table |
| <p>Major Systems</p> <p>Repair or replacement of the following 9 items:</p> <ol style="list-style-type: none"> 1. Leaking roof 2. Building foundation 3. Heating/cooling system 4. Sump pump 5. Emergency lighting 6. Accessibility 7. Windows or doors 8. Asbestos removal or encapsulation 9. Wiring upgrades | <p>Play Area</p> <p>Repair or replacement of the following 7 items:</p> <ol style="list-style-type: none"> 1. Damaged walls/peeling paint that may contain lead 2. Windows 3. Damaged/worn flooring material or ceiling 4. Damaged/worn outdoor safety surfacing 5. Fencing 6. Drinking water system 7. Heating system |
| <p>Code Compliance (See the following 3 Codes)</p> <ol style="list-style-type: none"> 1. Ontario Fire Code orders/recommendations 2. Ontario Building Code orders/recommendations 3. Public Health Code orders/recommendations | |

Applications for Repairs and Maintenance will not be approved for requests that are covered by the Operator's Lease Agreement with their Landlord.

Licensed child care operators holding a service contract with the City are eligible to apply for repairs and maintenance funding.

Application Process for Repairs and Maintenance Funding

Applications will be accepted from child care operators that have a current service contract with the City of Cornwall, Child Care Division.

Applicants will complete the form attached and mail their application along with applicable supporting documents to: Department of Social and Housing Services, Child Care Division, P.O. Box 877, Cornwall, Ontario K6H 5T9.

In the event of multiple Repairs and Maintenance projects at one location, operators must complete one application form for each project.

Please refer to the following 15 points of clarification regarding the application process:

1. All applications must be received annually by July 15th. In the event of extenuating circumstances, the City of Cornwall may consider applications after this date.
2. Applications will only be considered for operators with a current lease with 12 months or more remaining at application date
3. Applications for large projects such as those listed in the “Major Systems” category above will not be considered for operators who do not have long-term lease agreements of 10 (ten) or more years.
4. Note that funding in excess of \$5,000.00 (before taxes) must have three (3) separate, written, competitive quotes attached to application. All quotes must be submitted to the City of Cornwall on the Quotation Summary Form.
5. Approved applications will receive confirmation of a funding allocation.
6. 100% of payment will be processed by direct deposit once application is approved.
7. All completed projects require original invoices marked paid and a copy of a cancelled cheque or proof of payment.
8. Operators will not sell, change the use or otherwise dispose of child care resources obtained through Repairs and Maintenance funds without the prior written consent of the Corporation, which may be given subject to such condition as the Corporation deems advisable. In the event that the Operator should no longer require the

- resources or should close their doors, the resources will remain the property of the Corporation and be returned to the Corporation.
9. Funding over \$150,000 is subject to City Council approval.
 10. Estimates and costs requested from the City must exclude HST rebates, energy efficient rebates, discounts, etc.
 11. Operators may not pay with/or use any dividend or benefit card for personal gain (e.g. Air Miles, points).
 12. Any Repairs and Maintenance Funding allocations must be spent by the operator by December 31st of each calendar year.
 13. If there are any remaining funds after the purchase of items/services, this amount must be immediately reported to the City of Cornwall for reimbursement.
 14. The operator will be responsible for the difference of any cost that exceeds the approved Special Purpose items/services allocation.
 15. The City of Cornwall may conduct site visits to confirm that funding was used for the approved purpose(s).

Please refer to Appendix A at the end of this document for the application form.

Application forms can be obtained on the City of Cornwall website by visiting the following link:

<https://www.cornwall.ca/en/live-here/Resources-for-child-care-operators.aspx>

Capacity Building

Capacity Building funding is intended to support professional development opportunities that build the capacity of both non-profit and for-profit licensed child care operators, supervisors, program staff/caregivers, special needs resource teachers and non-profit volunteer board members to support the provision of high quality programs for children ages 0 to 12. High quality child care programs recognize that each child is competent, curious, and rich in potential, and emphasize positive relationships and reflective practices as critical to children's learning.

Capacity Building events hosted by the City of Cornwall Child Care Division and other local events within the City of Cornwall or the Counties of S.D. & G. will be prioritized for this funding stream. For Capacity Building events hosted by the Child Care Division, it is an expectation that 72 hours' notice will be provided for

any staff cancellations of attendance. Applications for Capacity Building funds will be prioritized based on need and available funds.

Capacity Building funds will also be prioritized to support front-line workers to attend professional development opportunities. Front-line staff are defined as staff who are counted in the daily staff-child ratios. Supervisors, cooks, custodial staff, and other administrative staff are not considered to be front-line staff. Funding for non-frontline staff will be approved only for professional development opportunities that directly support their role and/or at the discretion of the Child Care Division Supervisor.

Allowable expenses may include the following 7 components:

1. Professional development opportunities that align with *CCEYA* regulations and Ministry policy (e.g. mentoring/coaching, workshops) offered in Ontario.
2. Program-related professional development that align with the *How Does Learning Happen Ontario's Pedagogy for the Early Years* and promote reflective practice.
3. Professional development opportunities related to the health, safety and well-being of children (e.g. nutrition, first aid, environmental health, communicable diseases, etc.).
4. Associated payroll expenses for supply staff, if required. Names of supply staff must be provided.
5. Travel costs to support attendance at professional development opportunities. The most cost-effective method of travel will be approved. Only eligible for reimbursement for those traveling more than 100 KM one way from their home address to the location of the capacity building event. Travel costs, including mileage will not be reimbursed for capacity building events offered within Cornwall, SD&G or Akwesasne.
6. Meals. The cost of meals, that are not included as part of the event, including gratuities will be reimbursed with proof of itemized receipt. Alcoholic beverages will not be covered. For meals not supported by itemized receipt, there will be no reimbursement. The maximum that will be paid per meal is as follows; Breakfast: \$10.00, Lunch: \$20.00 and Dinner: \$30.00.
7. Accommodations. Only eligible for reimbursement for those traveling more than 100 KM one way from their home address to the location of the capacity building event with itemized receipt and we will only cover the cost of the preferred rate for the event. Note: Accommodations will not be covered for events held within Cornwall, SD&G or Akwesasne; even if the location is more than 100 km from the staff members' home.

Application Process for Capacity Building Funding

Applications will be accepted from child care operators that have a current service contract with the City of Cornwall, Child Care Division. The application cycle for this funding will be continuous and ongoing to allow us to respond to the child care community needs as they arise. Applications will be accepted throughout the year with an expectation that applications are submitted within 45 days of the professional development opportunity. All applications must be received annually by November 30th. In the event of extenuating circumstances, the City of Cornwall may consider applications after this date.

Applicants will complete the form attached and mail their application along with applicable supporting documents to: Department of Social and Housing Services, Child Care Division, P.O. Box 877, Cornwall, Ontario K6H 5T9.

In the event of multiple Capacity Building requests at one location, operators must complete one application form for each request.

Please refer to the following 8 points of clarification regarding the application process:

1. Training costs require invoices marked "Paid" and a copy of a cancelled cheque or proof of payment.
2. Approved applications will receive confirmation of a funding allocation via email.
3. 100% of payment will be processed by direct deposit once application is approved. **Please see note #2.*
4. Estimates and costs requested from the City must exclude HST rebates, energy efficient rebates, discounts, etc.
5. Operators may not pay with or use any dividend or benefit card for personal gain (e.g. Air Miles, points).
6. Any Capacity Building Funding allocations must be spent by the Operator by December 31st of each calendar year.
7. If there are any remaining funds after the purchase of items or services, this amount must be immediately reported to the City of Cornwall for reimbursement.
8. The operator will be responsible for the difference of any cost that exceeds the approved Special Purpose items or services allocation.

Note #1: This application does not guarantee a funding allocation for proposed projects. Any financial or contractual agreement the Operator undertakes is at

their own risk and the City takes no responsibility for any financial investments the Operator makes prior to entering into a contractual agreement.

Note #2: In the case of an application for the upgrading of skills, knowledge and qualifications, applications will be approved upon proof of successful completion of the course. A copy of an official transcript must be provided to our office before payment can be issued. Standard First Aid and CPR renewals will be paid after the current 3-year certificate expires. Please note there will be no reimbursement for the cost to obtain an ECE Diploma. The Early Childhood Educators Qualification Upgrade Program Grant is available. For more information please visit www.ecegrants.on.ca

Note #3: In the case of professional development activities occurring during regular operational hours, Operators can apply for reimbursement of costs incurred for supply staff.

Please refer to Appendix B at the end of this document for the application form.

Application forms can be obtained on the City of Cornwall website by visiting the following link:

<https://www.cornwall.ca/en/live-here/Resources-for-child-care-operators.aspx>

Transformation Funding

Transformation funding is intended to cover one-time costs for non-profit child care operators that are involved in business transformation activities and/or require business transformation supports. Applications may be approved only if the project aligns with the Schools-First Child Care Capital Retrofit policy and provincial investment for construction of new child care spaces in schools wherever possible.

Business transformation activities are defined as, but not limited to the following 3 points:

- a. The amalgamation of two or more centres in a school or community setting.
- b. The relocation of a child care centre to a school or within the community.
- c. The retrofitting of an existing child care centre to serve younger age groups.
- d.

Business transformation supports include the following 7 one-time expenses:

- a. Legal costs (available only to operators that are amalgamating).
- b. Lease termination costs (available only to operators that are amalgamating and/or relocating).

- c. Moving costs (available only to operators that are amalgamating and/or relocating).
- d. Business planning costs.
- e. IT upgrades to facilitate internet connectivity for business purposes.
- f. Play-based material and equipment
- g. Operating funding.

Application Process for Transformation Funding

Please refer to the following 6 points of clarification regarding the application process:

1. Estimates and costs requested from the City of Cornwall must exclude HST rebates, energy efficient rebates, discounts, etc.
2. All requested items/services that are in excess of \$5,000.00 (before taxes) must be supported by a minimum of three (3) separate written, competitive quotes prior to the purchase of the item/service. All quotes must be submitted to the City of Cornwall. If the operator chooses to accept a quote that is not the lowest quote submitted, an explanation and request for approval must be submitted to the City of Cornwall, prior to purchase. Funding may be restricted to the totality of the lowest quote.
3. Operators may not pay with/or use any dividend or benefit card for personal gain (e.g. Air Miles, points).
4. Any Transformation Funding allocations must be spent by the Operator by December 31st of each calendar year.
5. If there are any remaining funds after the purchase of items/services, this amount must be immediately reported to the City of Cornwall for reimbursement.
6. The operator will be responsible for the difference of any cost that exceeds the approved Special Purpose items/services allocation.

Please refer to Appendix C at the end of this document for the application form.

Application forms can be obtained on the City of Cornwall website by visiting the following link:

<https://www.cornwall.ca/en/live-here/Resources-for-child-care-operators.aspx>

Play Based Material and Equipment Funding

Play Based Material and Equipment funding is intended to help both non-profit and for profit child care operators to create enriching environments that are developmentally appropriate and promote children's learning through exploration, play and inquiry consistent with the views, foundations and approaches of *How Does Learning Happen? Ontario's Pedagogy for the Early Years*.

Play Based Material and Equipment Funding may also be used to purchase non-consumable supplies/equipment that supports the regular operation of the child care program (e.g. kitchen supplies, IT, etc.).

Eligibility

Licensed child care operators with a service contract are eligible to receive play-based material and equipment funding; however funding will be prioritized for applications that result from a recommendation made by the Ministry of Education and/or the City of Cornwall Child Care Division's quality assurance staff. Applications will be further prioritized for operators who can demonstrate that the funding will be used to support children's active exploration and learning through play, thus supporting *How Does Learning Happen? Ontario's Pedagogy for the Early Years*.

Application Process

Applications will be accepted from child care operators that have a current service contract with the City of Cornwall, Child Care Division. Applicants will complete the forms attached and mail/fax their request along with applicable supporting documents to: Department of Social and Housing Services, Child Care Division, P.O. Box 877, Cornwall, Ontario K6H 5T9

Please refer to the following 10 points of clarification regarding the application process:

1. All requested items/services that total or are in excess of \$5,000.00 (before taxes) must be supported by a minimum of three (3) separate written, competitive quotes prior to the purchase of the item or service. All quotes must be submitted to the City of Cornwall on the Quotation Summary Form prior to purchase. If the operator chooses to accept a quote that is not the lowest quote submitted, an explanation and request for approval must be submitted to the City of Cornwall, prior to purchase.

In the event where an opportunity to purchase items at a discounted rate has a limited time frame, two (2) quotes can be

obtained subsequent to the purchase. Funding may be restricted to the totality of the lowest quote.

2. All applications will be prioritized based on need and available funds and must be received annually by September 30th. In the event of extenuating circumstances, the City of Cornwall may consider applications after this date. Funding for new licensed spaces will only be issued for approved planned expansion (0 to 3.8 years).
3. Approved applications will receive confirmation of a funding allocation via e-mail.
4. Operators will not sell, change the use or otherwise dispose of child care resources obtained through Play Based Material and Equipment funds without the prior written consent of the Corporation, which may be given subject to such condition as the Corporation deems advisable. In the event that the Operator should no longer require the resources or should close their doors, the resources will remain the property of the Corporation and be returned to the Corporation.
5. 100% of payment will be processed by direct deposit once application is approved.
6. Estimates and costs requested from the City must exclude HST rebates, energy efficient rebates, discounts, etc.
7. Operators may not pay with/or use any dividend or benefit card for personal gain (e.g. Air Miles, points).
8. Any Play Based Material and Equipment Funding allocations must be spent by the Operator by December 31st of each calendar year.
9. If there are any remaining funds after the purchase of items/services, this amount must be immediately reported to the City of Cornwall for reimbursement.
10. The operator will be responsible for the difference of any cost that exceeds the approved Special Purpose items/services allocation.

Note: This application does not guarantee a funding allocation for proposed projects. Any financial or contractual agreement the Operator undertakes is at their own risk and the City takes no responsibility for any financial investments the Operator makes prior to entering into a funding agreement with the City.

Please refer to Appendix D at the end of this document for the application form.

Application forms can be obtained on the City of Cornwall website by visiting the following link:

<https://www.cornwall.ca/en/live-here/Resources-for-child-care-operators.aspx>

General Operating Grant Funding

The purpose of the General Operating Grant funding is to support the costs of operating non-profit licensed child care programs in order to reduce wait times and fees for services, stabilize service levels, and where funds allow, improve access to high quality affordable early learning and child care services for children and families.

Priorities

The 5 following principles to inform operating funding priorities while balancing local needs will be used:

1. Stabilizing and transforming the existing child care system to enable higher-quality, consistent services;
2. Allocating funds equitably and with transparency;
3. Increasing convenience and reliability for parents;
4. Supporting programs that serve children with special needs, as well as Aboriginal and Francophone children;
5. Supporting, strengthening, and where funds allow, expanding the current proportion of child care programs operated by non-profit providers.

Key considerations that must be supported with general operating allocations include the following 3 factors:

1. Stabilizing child care fees;
2. Retaining qualified stable staffing and supporting quality programming;
3. Aligning with FDK implementation and supporting child care operators to expand programs for younger age groups according to the following 4 factors:
 - a. Mitigating higher operating costs for younger age groups (ages 0-3.8);
 - b. Supporting the implementation of the Schools-First Child Care Capital Retrofit policy (e.g. converting licensed child care spaces in schools for younger age groups);
 - c. Prioritizing funding based on child care licensing history, financial history and viability of programs; and
 - d. Capacity of programs to access funds through other means.

Upon request, child care operators must demonstrate to the City how the above noted key considerations are being supported with the general operating allocation.

Eligibility Criteria

As per the Ministry of Education's philosophy and vision through the implementation of the School's First Child Care Capital Policy, the City of Cornwall recognizes and values the Ministry's goal of maximizing available school space for child care programs for children under four years of age. The City also recognizes and values the important role of non-profit child care operators in the provision of quality child care services for children and families. Providing ongoing support to this sector is a key factor of the general operating expense category. As a result, the City of Cornwall will allocate general operating funds solely to licensed non-profit programs.

As a result, general operating funds will be distributed as per the following 3 elements of the eligibility criteria:

1. To support existing non-profit licensed child care operators that have a current service contract with the City of Cornwall.
2. To non-profit operators expanding their licensed capacity for approved CMSM/School Board projects under the Ministry of Education's Schools First Child Care Capital Retrofit Policy (SFCCCRP).
3. To home child care providers that have a service contract with the City of Cornwall's Private Home Day Care Agency.

Child care operators are required to demonstrate to the City that they are able to meet their minimum wage and mandatory benefits requirements without operating funding in order to qualify for funding.

Child Care Service Operators must have prior written approval by the City of Cornwall Child Care Division in order to increase licensed capacity. No general operating funds will be provided for spaces where the operator failed to obtain the consent of the City.

Implementation

Licensed, non-profit operators currently in the child care system and that have a service contract with the City will be eligible for assistance with general operating costs as per the completion of a municipal operating expense worksheet which calculates points per licensed capacity and incentive points for younger age groups. Expansion of current programs must be approved by the municipality and will only be considered for younger age groups (ages 0 to 3.8).

General Operating Grant will be based on the following 7 factors:

1. Licensed Capacity: The number of children per age group the centre is licensed for;
2. Staff: Child ratio requirements for each age group;

3. Incentive for rural programs;
4. Incentive for third party operated programs in schools;
5. Incentive for Francophone programs;
6. Incentive for programs that operate 24 hours a day;
7. For home child care providers, a point system based on number of hours of care and ages of the children served. In addition, an incentive will be offered for home child care providers who have their Early Childhood Education diploma and are registered with the College of Early Childhood Educators of Ontario.

The General Operating Grant may be adapted and/or changed to reflect changes in Municipal and/or Provincial policy and legislation and/or significant changes in local system needs.

The City of Cornwall may distribute year end General Operating Grant surplus according to identified individual agency operating pressures.

Allowable Expenses

General operating funding may be used for ongoing costs, including staff wages and benefits, lease and occupancy costs, utilities, administration, transportation for children, resources, nutrition, supplies, and maintenance. Expenses must be at fair market value. General Operating funding can only be used to offset salary costs over and above the operator's regulatory requirements for minimum wage and mandatory benefits.

Wage enhancement funding may not be used to replace general operating funding provided to operators to support wages. Wage enhancement funding is to be provided in addition to existing staff wages, including general operating grants.

Inadmissible Expenses

The following 6 expenses are considered inadmissible:

1. Bonuses (including retiring bonuses), gifts and honoraria paid to staff are inadmissible expenses except for in the case that they are provided as a retroactive wage increase that will be maintained the following year;
2. Debt costs including principal and interest payments related to capital loans, mortgage financing, and operating loans;
3. Property taxes;
4. Non-arm's length transactions not transacted at fair market value.
5. Fees paid on behalf of staff for membership in professional organizations such as the College of Early Childhood Educators are inadmissible expenditures; and,

6. Any other expenditure not listed under the allowable expenses section.

Accountability

Please refer to the following 5 elements of the accountability criteria:

1. Child Care Service Operators, by means of a special purpose report, will reconcile the general operating funds against actual expenditures. The special purpose report requires a third-party review engagement to verify that the general operating grant has been used for the purpose intended (refer to the General Operating Grant Summary (GOG) spreadsheet provided by the City of Cornwall). Child Care Service Operators shall submit separate audited financial statements, within 4 months of their year-end, where the funding is \$150,000 or greater.
2. Where appropriate and approved, eligible Child Care Service Operators will submit the City's New Program Incentive Calculation Form on a monthly basis.
3. Operators in receipt of General Operating Grant funding must immediately report the following 4 factors:
 - a. Decrease to licensed capacity;
 - b. Changes to licensed capacity;
 - c. Sale, transfer or potential closure of business operations; and
 - d. Other as deemed necessary for the calculation of a Direct Operating Grant.
4. The City of Cornwall reserves the right to adjust calculations mid-year based on changes to items identified in section 3.
5. The City of Cornwall reserves the right to calculate reimbursement of General Operating Grant funding in the event of a sale or closure of child care businesses without 60 days advance written notice as per signed City of Cornwall Service Agreement.



Appendix A

Repairs and Maintenance Funding Application

Section 1 – Application Information

Name of Operator | Site Name

Site address

Application submitted by | Contact information

Telephone | Email

Project Details (Description of the Project)

Four horizontal lines for project description

Funding Allocation requested from the City of Cornwall \$ _____

Number of licensed spaces, by age group, supported with this application:
___ Infants ___ Toddlers ___ Preschoolers
___ Kindergarten Aged Children ___ School-Aged Children

Required supporting documents – Check which of the following 4 applicable documents that are included with the application and attach a copy

- Four checklist items regarding supporting documents: 1. Written report/documentation from licensing, Fire, Health or Child Care Division is included, where applicable. 2. Written estimates from contractor/supplier are included with this application where the project status is proposed or in progress. 3. Funding in excess of \$5,000.00 (before taxes) must have three (3) separate, written, competitive quotes attached to the application. Funding in excess of \$150,000 (before taxes) must be approved by City Council. 4. Original invoices are included with this application where the project has been completed within the calendar year of this application.

Repairs and Maintenance Funding Application

Section 2 – Eligibility Criteria

All applications will be assessed and considered based on the criteria and objectives outlined below:

Please check “Yes” or “No” to indicate compliance with the 6 items listed below:

| | |
|--|--|
| 1. Operator can demonstrate its non-profit status | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Project goals are achievable within the calendar year. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Operator has a lease for this location which is current with 12 months or more remaining at application date; 10 years or more for projects listed in the “Major Systems” category. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Operator has regular license at application date | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Operator has held a regular license for previous 12 month period | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Operator has completed and submitted required documentation for funded projects from previous years (if applicable) | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Please check the following 3 objectives below that apply to this request and provide a brief description of how this project meets these objectives:

Project is required to ensure the program can meet the requirements of the *Child Care and Early Years Act, 2014*, Public Health, Fire Regulations, etc.

Project addresses emerging health and safety needs, including improvement to physical environments for children.

Investment responds to current service system pressures including accessibility, efficiencies and maintaining age or geographic equity.

Note: This application does not guarantee a funding allocation for proposed projects. Any financial or contractual agreement the Operator undertakes is at their own risk and the City takes no responsibility for any financial investments the Operator makes prior to entering into a funding agreement with the City.

Name of Signing Authority: _____

Signature of Signing Authority: _____

Date of Request: _____

Appendix B

Capacity Building Funding Group Application Form

Operator Name: _____ Site Name: _____

Training Date(s) and Details: _____

| Employee Name | \$/hr (**base wage) | # of hrs | Total | Travel Expenses (provide "Google Maps") | | Total | Total per Employee | Verified (Office Use Only) |
|--|-------------------------|----------|-------|--|------|-------|--------------------|----------------------------|
| | | | | # of kms | .50¢ | | | |
| | \$ | | \$ | | .50¢ | \$ | \$ | |
| | \$ | | \$ | | .50¢ | \$ | \$ | |
| | \$ | | \$ | | .50¢ | \$ | \$ | |
| | \$ | | \$ | | .50¢ | \$ | \$ | |
| | \$ | | \$ | | .50¢ | \$ | \$ | |
| | \$ | | \$ | | .50¢ | \$ | \$ | |
| | \$ | | \$ | | .50¢ | \$ | \$ | |
| | \$ | | \$ | | .50¢ | \$ | \$ | |
| | \$ | | \$ | | .50¢ | \$ | \$ | |
| | \$ | | \$ | | .50¢ | \$ | \$ | |
| Total Staffing Costs | | | | | | \$ | \$ | |
| Training Costs (e.g. registration fee) | | | | | | \$ | \$ | |

**Base Wage = Employees hourly wage before any grants (GOG or WEG)

| | | | |
|---|----|----|--|
| Food Costs (provide receipts) | \$ | \$ | |
| Other Costs (provide details and receipts) | \$ | \$ | |
| Total Associated Payroll Expenses (provide details) | \$ | \$ | |
| Grand Total | \$ | \$ | |

How many FTEs (Front-Line Staff) does this application support? _____

How many FTE's (non-Front-Line Staff) does this application support? _____

** Number of FTE positions refers to the full time equivalents employed at least 35 hours per week and 52 weeks a year. Positions employed for less than 35 hours per week are prorated to determine the fraction of FTE. For example, a position is employed 10 months per year, 20 hours per week (standard work week is 35 hours) FTE equals $1 \times (10 \div 12) \times (20 \div 35) = .47$.*

Number of licensed spaces, by age group, supported with this application:

_____ Infants _____ Toddlers _____ Preschoolers

_____ Kindergarten Aged Children _____ School-Aged Children

***Receipts required**

Proof of successful completion of a course, if applicable.

Applications must be submitted within 45 days of the professional development opportunity.

****Professional development occurring during an employee's regular work hours will be reimbursed for supply staff at the supply staff hourly rate.**

Prepared by: _____ Date of Request: _____



Appendix B-1

**Capacity Building Funding
Home Child Care Application Form**

Provider Name: _____

Training Date(s): _____

Training/Workshop Title: _____

Other Details/Comments: _____

| Workshop/Training Expenses | | |
|---|-----------|--|
| *Training Costs (e.g. registration fee) | \$ | |
| *Food Costs (provide receipts) | \$ | |
| *Other Costs (provide details and receipts) | \$ | |
| Grand Total | \$ | |

***Receipts required**

Proof of successful completion of a course, if applicable.

Signature: _____ Date of Request: _____



Appendix C

Transformation Funding Application Form

Name of Organization or Applicant: _____

Address: _____

Telephone: _____ Fax: _____

Contact Person: _____

Title: _____ Signature: _____

Telephone: _____ Fax: _____

Project Details: _____

Amount Requested: \$ _____

Number of licensed spaces, by age group, supported with this application:

_____ Infants _____ Toddlers _____ Preschoolers

_____ Kindergarten Aged Children _____ School-Aged Children

Signature of Signing Authority: _____ Date of Request: _____

Name of Signing Authority: _____

Note: This application does not guarantee a funding allocation for proposed projects. Any financial or contractual agreement the Operator undertakes is at their own risk and the City takes no responsibility for any financial investments the Operator makes prior to entering into a contractual agreement.

Appendix D

Play Based Material and Equipment Funding Application Form

Play Based Material and Equipment Funding is intended to help licensed child care centres and private home agencies to create enriching environments that are developmentally appropriate and promote children's learning through exploration, play and inquiry consistent with the views, foundations and approaches of *How Does Learning Happen? Ontario's Pedagogy for the Early Years*.

Name of Organization or Applicant: _____

Address: _____

Telephone: _____ Fax: _____

Contact Person: _____

Title: _____ Signature: _____

Please indicate yes or no to the following 4 questions.

1. Is this a recommendation from your program advisor/EDU? Yes No
2. Is your program advisor/EDU aware of your application? Yes No
3. Is this application to support *How Does Learning Happen?* Yes No
4. Is this a recommendation from the City's Child Care Division? Yes No

If no, please indicate how the funding will be used to support children's active exploration and learning through play: _____

Number of licensed spaces, by age group, supported with this application:

_____ Infants _____ Toddlers _____ Preschoolers

_____ Kindergarten Aged Children _____ School-Aged Children

Amount Request: \$ _____

Note: This application does not guarantee a funding allocation for proposed projects. Any financial or contractual agreement the Operator undertakes is at their own risk and the City takes no responsibility for any financial investments the Operator makes prior to entering into a funding agreement with the City.

Signature of Signing Authority: _____ Date: _____

Alternate formats of the document are available upon request. Please contact Brigitte Harley at bharley@cornwall.ca or 613-933-6282 extension 3324 to request an alternate format.