

2023 STAFF COMPENSATION APPLICATION USER GUIDE

WAGE ENHANCEMENT AND CANADA-WIDE
EARLY LEARNING AND CHILD CARE
FUNDING



CENTRE-BASED INSTRUCTIONS

Search Head Office and Site Selection

Centre-Based

Head Office:

happy 1

Enter at least three characters to search and click on "Head Office Search"

Head Office Search

Head Office / Agency Search Results

Click on your head office to show related child care sites.

Head Office
Happy Valley Inc, (o/a Bugs & Bunny Inc.)
Bumble Happy Bee

2

Corporation Name:

If your Head office is not listed in the table above, add your head office into the system by clicking here:

Add HeadOffice

Click on your site below to display related information.

Site Name
Bugz Bunny
Donald Duck
Mickey Mouse
Goofy
Minnie Mouse

3

Site Name: Bugz Bunny

If your site is not listed in the table above, add the site into the system by clicking here:

Add Site

HEAD OFFICE INFORMATION

Corporation Name	Business Type	Address
Happy Valley Inc, (o/a Bugs & Bunny Inc.)	Profit	14b West Drive
City/Town	Postal Code:	
Newmarket	L3X4T6	
Contact Name	Email	Phone
Candice Trotter	azar.saneel@york.ca	111-222-3344

PROGRAM INFORMATION

Child Care Name	Service Type	License Number:
Bugz Bunny	Centre Based	75738
Site Address:	City/Town	Postal Code:
14h West Drive	Newmarket	L9B 2G6
Phone	Email	
111-222-3333	Candice.Trotter@york.ca	

Reference ID 4

Please enter your most recent Wage Enhancement Reference ID then click outside of this box

- 1
- Type at least three characters of your Head Office name
 - Click on "Head Office Search"
 - The enter key will not generate a search

- 2
- Click on your head office name
 - Click on "Add Head Office" if this is the first year applying or no search results are populated

- 3
- Click on your site name
 - Click on "Add Child Care Site" if this is the first year applying or the site is not populated

- 4
- Type in your 2022 Wage enhancement Reference ID – you can find this in the email you received after submitting the 2022 Wage Enhancement Application or contact your Contract and Funding Coordinator to request
 - If you did not receive wage enhancement, in 2022, proceed to the next page

Site Information and Employee Position Details

Centre-Based

APPLICANT DETAILS

Head Office: Happy Valley Inc. (o/a Bugs & Bunny Inc.)
Business Type: Profit
Address: 14b West Drive ,Newmarket, L3X4T6
Contact Name: Candice Trotter
Email: azar.saneei@york.ca
Phone: 111-222-3344

Child Care Name: Bugz Bunny
Service Type: Centre Based
License Number: 75738
Site Address: 14h West Drive , Newmarket, L9B 2G6
Site Email: Candice.Trotter@york.ca
Site Phone: 111-222-3333

Reference ID: 337131367153
Application Status: Saved
Funding Year: 2023
Application Type: Continue 2023 WE & CWELCC Application

Service Data for staff who are not eligible for wage enhancement

Staff who receive a base hourly salary that exceeds \$28.58 per hour are ineligible for wage enhancement.

* Number of ineligible* RECES

0

* Number of ineligible* Supervisors

0

* Number of ineligible* Non-RECES

0

* Number of ineligible* Home Visitors

0

EMPLOYEE / POSITION INFORMATION

WORKFORCE COMPENSATION

This section will collect staff compensation details to determine eligibility for wage enhancement, minimum wage offset, wage floor and annual increase funding. Complete this section by entering or updating position details for RECE program staff, RECE Supervisor and Non-RECE program staff.

Staff Name	Category	Age Group	Estimated Number of Hours in 2023	Base Hourly Wage
Dorothy Davis	Supervisor	All age groups	2,080	\$22.00
Linda Brown	RECE	Preschool	2,000	\$20.00
John Williams	RECE	Toddler	2,000	\$15.75
Maria Roderiguez	NON-RECE	Preschool	1,980	\$15.50
James Brown	NON-RECE	Toddler	1,980	\$15.50
Susan George (floater)	NON-RECE	All age groups	1,300	\$16.00
Kenneth Jackson (cook)	NON-RECE	All age groups	1,820	\$15.50

+ Add Edit Remove

Wage Enhancement Compensation

Salary Component

\$23,590.00

Mandatory Benefit Component

\$4,128.25

Supplemental Grant

\$0.00

CWELCC Workforce Compensation

Annual Increase

\$7,144.00

RECE Wage Floor

\$587.50

Minimum Wage Offset

\$4,453.55

CWELCC Participation Status: Opt-In

Go To Next Page

Cancel

Wage Enhancement is Funded by: The Government of Ontario

CWELCC is Funded by: The Government of Canada

5

- Report the number of staff that are ineligible to receive wage enhancement funding

6

- Enter or update position/staff details
- Staff names are now required so please enter the staff name for each position
- Update 2023 estimated hours and rate of pay
- Add any new staff and/or remove staff that are no longer employed
- If you do not wish to apply for wage enhancement or CWELCC staff compensation funding, leave this section blank

7

- Preliminary budget details are provided

Edit Entry

* Staff Name

Linda Brown

* Category

- ☒ RECE
☐ NON-RECE
☐ Supervisor
☐ Home Visitor
☐ Director Approved

* Age Group

- ☐ Infant ☐ Toddler ☒ Preschool ☐ Kindergarten ☐ School Age ☐ All age groups

* Base Hourly Wage

\$20.00

This amount must not include previous wage enhancement

* Estimated Number of Hours in 2023

2,000

* % of Time in Eligible Position

100

Edit Entry

* Staff Name

James Brown

* Category

- ☐ RECE
☒ NON-RECE
☐ Supervisor
☐ Home Visitor
☐ Director Approved

* Age Group

- ☐ Infant ☒ Toddler ☐ Preschool ☐ Kindergarten ☐ School Age ☐ All age groups

* Was the employee employed in 2021?

- ☒ Yes
☐ No

* Base Hourly Wage in 2021

14.35

* Base Hourly Wage Jan 1, 2022

15

* Base Hourly Wage Oct 1, 2022

\$15.50

This amount must not include previous wage

* Estimated Number of Hours in 2023

1,980

* % of Time in Eligible Position

100

Save

Cancel

APPLICANT DETAILS

Head Office: Happy Valley Inc. (o/a Bugs & Bunny Inc.)	Child Care Name: Bugz Bunny	Reference ID: 337131367153
Business Type: Profit	Service Type: Centre Based	Application Status: Saved
Address: 14b West Drive ,Newmarket, L3X4T6	License Number: 75738	Funding Year: 2023
Contact Name: Candice Trotter	Site Address: 14h West Drive , Newmarket, L9B 2G6	Application Type: Continue 2023 WE & CWELCC Application
Email: azar.saneei@york.ca	Site Email: Candice.Trotter@york.ca	
Phone: 111-222-3344	Site Phone: 111-222-3333	

2023 WAGE ENHANCEMENT ADMINISTRATION FUNDING

Wage enhancement administration funding is available to support Operators with administration costs to administer wage enhancement funding and meet reporting requirements.

* I wish to apply for Administration Funding

☒ Yes ☐ No

Maximum: \$ 2010.94

Request Amount

1,500

Update

Note:

- One funding approval per head office
- Maximum approval of \$5,625 or 7% of total wage enhancement approval for the head office, whichever is lower.

2023 CWELCC ADMINISTRATION FUNDING

Administration funding is available to support Operators with the incremental cost of obtaining audited financial statements, administration staffing costs as a result of participating in CWELCC and reducing parent registration fees.

* I wish to apply for Administration Funding

☒ Yes ☐ No

Note:

- One funding approval per head office
- Maximum approval is 10% of the approved fee reduction budget or \$10,000 whichever is lower
- Administration funding approved budget will be included in the acknowledgement email

8

- Wage enhancement administration funding is available to a maximum of \$5,625 or 7% of the wage enhancement budget per head office
- Multi-site operators only need to apply for funding up to \$5,625
- Click Update once amount requested has been entered

9

- CWELCC administration funding is available to a maximum of \$10,000 or 10% of the CWELCC fee reduction allocation per head office
- Funding approval will be confirmed once application has been reviewed

Wage Enhancement and CWELCC Workforce Compensation Summary

Staff Name	Hourly Wage	Estimated Hours	Wage Enhancement	Annual Increase (CWELCC)	RECE Wage Floor (CWELCC)	Min. Wage Offset (CWELCC)	Total Wage Enhancement	Total Annual Increase	Total RECE Wage Floor	Total Min. Wage Offset
Dorothy Davis	\$ 22	2080	\$ 2	\$ 1	\$ 0	\$ 0	\$ 4,888	\$ 2,444	\$ 0.00	\$ 0
Linda Brown	\$ 20	2000	\$ 2	\$ 1	\$ 0	\$ 0	\$ 4,700	\$ 2,350	\$ 0.00	\$ 0
John Williams	\$ 15.75	2000	\$ 2	\$ 1	\$ 0.25	\$ 0	\$ 4,700	\$ 2,350	\$ 587.50	\$ 0
Maria Roderiguez	\$ 15.5	1980	\$ 2	\$ 0	\$ 0	\$ 0.5	\$ 4,653	\$ 0	\$ 0.00	\$ 1,163.25
James Brown	\$ 15.5	1980	\$ 2	\$ 0	\$ 0	\$ 1.15	\$ 4,653	\$ 0	\$ 0.00	\$ 2,675.48
Susan George (floater)	\$ 16	1300	\$ 2	\$ 0	\$ 0	\$ 0	\$ 3,055	\$ 0	\$ 0.00	\$ 0
Kenneth Jackson (cook)	\$ 15.5	1820	\$ 2	\$ 0	\$ 0	\$ 1.15	\$ 1,069.25	\$ 0	\$ 0.00	\$ 614.82

WAGE ENHANCEMENT SUMMARY

Total Salary Component	Total Statutory Benefit Component	Total Compensation	Supplemental Grant	Administration Funding	GRAND TOTAL
\$ 23,590.00	\$ 4,128.25	\$ 27,718.25	\$ 1,009.50	\$ 1,500	\$ 30,227.75

CWELCC STAFF COMPENSATION SUMMARY

Total Annual Increase Compensation	Total RECE Wage Floor Compensation	Total Min. Wage Offset Compensation
\$ 7,144	\$ 587.5	\$ 4,453.55

CERTIFICATION

☒ As a signing authority for this organization, I certify that the information included in this application is accurate and represents the positions that are counted towards adult to child ratios under the Child Care and Early Years Act (CCEYA) as of 01/23/2023

* Name of Signing Authority

Candice Trotter

Reference ID #: 337131387153

* Title

Owner

* Date:

1/23/2023

* Email

candice.trotter@york.ca

[Return to main page](#)

[Save and Close](#)

[Complete and Submit](#)

Wage Enhancement is Funded by: The Government of Ontario
CWELCC is Funded by: The Government of Canada

- 10 • This summary confirms eligibility for each staff by the various funding types
- 11 • This summary confirms wage enhancement funding
- 12 • This summary confirms CWELCC staff compensation funding
- 13 • The individual who has signing authority must certify and submit this application
- 14 • If you wish to save and continue your application at a later time, click Save and Close. Be sure to write down your new Reference ID so you can load and complete your application later
• Click Complete and Submit once you are finished the application

HOME-BASED INSTRUCTIONS

Search Head Office and Agency Selection

Home-Based

Head Office:

Enter at least three characters to search and click on "Head Office Search"

Head Office / Agency Search Results
Click on your head office to show related child care sites.

Head Office
Happy Valley Inc, (o/a Bugs & Bunny Inc.)
Bumble Happy Bee

If your Head office is not listed in the table above, add your head office into the system by clicking here:

Click on your site below to display related information.

Site Name
Bugz Bunny
Donald Duck
Mickey Mouse
Goofy
Minnie Mouse

If your site is not listed in the table above, add the site into the system by clicking here:

HEAD OFFICE INFORMATION

Corporation Name Happy Valley Inc, (o/a Bugs & Bunny Inc.)	Business Type Profit	Address 14b West Drive
City/Town Newmarket	Postal Code: L3X4T6	
Contact Name Candice Trotter	Email azar.saneel@york.ca	Phone 111-222-3344

PROGRAM INFORMATION

Child Care Name Bugz Bunny	Service Type Centre Based	License Number: 75738
Site Address: 14h West Drive	City/Town Newmarket	Postal Code: L9B 2G6
Phone 111-222-3333	Email Candice.Trotter@york.ca	

Reference ID

Please enter your most recent Wage Enhancement Reference ID then click outside of this box

- Type at least three characters of your Head Office name
 - Click on "Head Office Search"
 - The enter key will not generate a search
- Click on your head office name
 - Click on "Add Head Office" if this is the first year applying or no search results are populated
- Click on your site name
 - Click on "Add Child Care Site" if this is the first year applying or the site is not populated
- Type in your 2022 Wage enhancement (home-based) Reference ID – you can find this in the email you received after submitting the 2022 Wage Enhancement Application or contact your Contract and Funding Coordinator to request
 - If you did not receive wage enhancement in 2022, proceed to the next page

Staff Compensation 2023 – Applicant, General Information, Home-based and Visitor

Home-Based

APPLICANT DETAILS

Head Office: Happy Valley Inc. (o/a Bugs & Bunny Inc.)
Business Type: Profit
Address: 14b West Drive, Newmarket, L3X4T6
Contact Name: Candice Trotter
Email: azar.saneel@york.ca
Phone: 111-222-3344

Child Care Name: Snow White
Service Type: Home Based
License Number: 5655
Site Address: 123 Happy Valley Road, Newmarket, L9B 4H7
Site Email: denise.cheng@york.ca
Site Phone: 1112224445

Reference ID: 337133812546
Application Status: Submitted
Funding Year: 2023
Application Type: Create new 2023 WE & CWELCC Application

SERVICE DATA

Providers who have an associated base wage that exceeds \$265.90 per day are ineligible.

Staff who receive a base hourly salary that exceeds \$28.58 per hour are ineligible for wage enhancement.

* Number of ineligible* home child care providers

0

* Number of ineligible* home visitor

0

Home Provider Data for Wage Enhancement

This section will collect home provider details to determine eligibility for wage enhancement funding.

Provider Name	Provider Address	Works with multiple agencies?	Serves one child or more?	Full or Part Time?	Estimated Number of Days in 2023	Total Fees Received
Lora Lopez	17150 Yonge Street, Newmarket	No	Yes	Full Time	261	\$35,000.00
Sharon Edward	520 Cane Parkway, Newmarket	No	Yes	Part Time	100	\$12,000.00
Paula Smith	50 High Tech, Richmond Hill	Yes	Yes	Full Time	261	\$69,402.51



EMPLOYEE / POSITION INFORMATION

WORKFORCE COMPENSATION

This section will collect home visitor compensation details to determine eligibility for CWELCC RECE wage floor and annual increase funding.

Staff Name	Category	Age Group	Estimated Number of Hours in 2023	Base Hourly Wage
Brian Walker	Home Visitor	All age groups	1,500	\$18.00
Kimberly Lee	Home Visitor	All age groups	2,000	\$16.00

+ Add Edit Remove

Go To Next Page

Cancel

Wage Enhancement is Funded by: **The Government of Ontario**
CWELCC is Funded by: **The Government of Canada**

5

- This section is to report Home Provider Data Only (YORK REGION HOME PROVIDERS ONLY)
- Home Providers are only eligible for wage enhancement funding
- If you do not wish to apply for wage enhancement funding, leave this section blank

6

- This section is to report Home Visitor Data only
- Home Visitors are eligible for CWELCC Compensation and Wage Enhancement Funding
- If you do not wish to apply for CWELCC staff compensation funding, leave this section blank

Edit Entry

* Provider Name

Sharon Edward

* Provider Address

520 Cane Parkway, Newmarket

* Works with multiple agencies?

☐ Yes

☒ No

* Serves one child or more?

Including privately placed children; excluding provider's own children

☒ Yes

☐ No

* Full or Part Time?

Full Time is 6 or more hours per day Part Time is less than 6 hours

☐ Full Time

☒ Part Time

* Estimated Number of Days in 2023

100

* Total Fees Received

\$12,000.00

Save

Cancel

Edit Entry

* Staff Name

Brian Walker

* Category

☐ RECE

☐ NON-RECE

☐ Supervisor

☒ Home Visitor

☐ Director Approved

* Age Group

☐ Infant

☐ Toddler

☐ Preschool

☐ Kindergarten

☐ School Age

☒ All age groups

* Base Hourly Wage

\$18.00

This amount must not include previous wage enhancement

* Estimated Number of Hours in 2023

1,500

* % of Time in Eligible Position

50

Save

Cancel

APPLICANT DETAILS

Head Office: Happy Valley Inc, (o/a Bugs & Bunny Inc.)

Business Type: Profit

Address: 14b West Drive ,Newmarket, L3X4T6

Contact Name: Candice Trotter

Email: azar.saneel@york.ca

Phone: 111-222-3344

Child Care Name: Snow White

Service Type: Home Based

License Number: 5655

Site Address: 123 Happy Valley Road , Newmarket, L9B 4H7

Site Email: denise.cheng@york.ca

Site Phone: 1112224445

Reference ID: 337133812546

Application Status: Submitted

Funding Year: 2023

Application Type: Create new 2023 WE & CWELCC Application

2023 WAGE ENHANCEMENT ADMINISTRATION FUNDING

Wage enhancement administration funding is available to support Operators with administration costs to administer wage enhancement funding and meet reporting requirements.

* I wish to apply for Administration Funding

Yes

No

Maximum: \$911.26

Request Amount

900

Update

Note:

• One funding approval per head office

• Maximum approval of \$5,625 or 7% of total wage enhancement approval for the head office, whichever is lower.

2023 CWELCC ADMINISTRATION FUNDING

Administration funding is available to support Operators with the incremental cost of obtaining audited financial statements, administration staffing costs as a result of participating in CWELCC and reducing parent registration fees.

* I wish to apply for Administration Funding

Yes

No

Note:

• One funding approval per head office

• Maximum approval is 10% of the approved fee reduction budget or \$10,000 whichever is lower

• Administration funding approved budget will be included in the acknowledgement email

7

- Wage enhancement administration funding is available to a maximum of \$5,625 or 7% of the wage enhancement budget per head office
- Multi-site operators only need to apply for funding up to \$5,625
- Click Update once amount requested has been entered

8

- CWELCC administration funding is available to a maximum of \$10,000 or 10% of the CWELCC fee reduction allocation per head office
- Funding approval will be confirmed once application has been reviewed

Staff Compensation 2023 – Summary and Administration Funding

Home-Based

Wage Enhancement and CWELCC Workforce Compensation Summary

HOME PROVIDER INFORMATION

Provider Name	Provider Address	Works with multiple agencies?	Serves one child or more?	Full or Part Time	Estimated # of Days	Total Fees Received	Daily Compensation	Eligibility Status	Daily Wage Enhancement	Total Compensation
Lora Lopez	17150 Yonge Street, Newmarket	No	Yes	Full Time	261	\$35,000	\$ 134.1	Full	\$ 20	\$ 5,220
Sharon Edward	520 Cane Parkway, Newmarket	No	Yes	Part Time	100	\$12,000	\$ 120	Partial	\$ 10	\$ 1,000
Paula Smith	50 High Tech, Richmond Hill	Yes	Yes	Full Time	261	\$69,402.51	\$ 265.91	None	\$ 0	\$ 0

HOME VISITOR INFORMATION

Staff Name	Hourly Wage	Estimated Hours	Wage Enhancement	Annual Increase (CWELCC)	RECE Wage Floor (CWELCC)	Min. Wage Offset (CWELCC)	Total Wage Enhancement	Total Annual Increase	Total RECE Wage Floor	Total Min. Wage Offset
Brian Walker	\$ 18	1500	\$ 2	\$ 1	\$ 0	\$ 0	\$ 1,762.5	\$ 881.25	\$ 0.00	\$ 0
Kimberly Lee	\$ 16	2000	\$ 2	\$ 1	\$ 2	\$ 0	\$ 4,700	\$ 2,350	\$ 4700.00	\$ 0

WAGE ENHANCEMENT SUMMARY

Home Visitor Summary/Home Provider Summary

SUMMARY	FTE	Salary Component	Statutory Benefit Component	Total Compensation
Fully Eligible Visitors	1.57	\$5,500.00	\$962.50	\$6,462.50
Partially Eligible Visitors	0.00	\$0.00	\$0.00	\$0.00
SUPPLEMENTAL GRANT				\$235.50
SUBTOTAL				\$6,698.00

SUMMARY	Eligible Positions	MAXIMUM GRANT TRANSFER
Fully Eligible Providers	1	\$ 5,220.00
Partially Eligible Providers	1	\$ 1,000.00
Total	2	\$ 6,220.00
Supplemental Grant		\$ 100
Sub-Total		\$ 6,320
Administrative Funding		\$ 900
Grand Total		\$ 13,918

CWELCC STAFF COMPENSATION SUMMARY

Total Annual Increase Compensation	Total RECE Wage Floor Compensation	Total Min. Wage Offset Compensation
\$ 3,231.25	\$ 4,700	\$ 0

9

- This summary provides wage enhancement budget details for each home provider

10

- This summary provides wage enhancement and CWELCC compensation funding details for home visitor(s)

11

- Wage Enhancement budget details

12

- CWELCC Staff Compensation budget details

13

- The individual who has signing authority must certify and submit this application

CERTIFICATION

☒ As a signing authority for this organization, I certify that the information included in this application is accurate and represents the positions that are counted towards adult to child ratios under the Child Care and Early Years Act (CCEYA) as of 01/22/2023

* Name of Signing Authority

Candice Trotter

Reference ID #: 337133812546

* Title

Owner

* Date:

1/22/2023

* 1Email

candice.trotter@york.ca

13

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Wage Enhancement is Funded by: The Government of Ontario
CWELCC is Funded by: The Government of Canada