



# City of Hamilton Canada-Wide Early Learning and Child Care Directed Growth Introduction

The City of Hamilton has been allocated 1,687 new child care spaces between 2022 and 2026, which includes 254 new school-based spaces and 1,433 new community-based spaces, guided by [City of Hamilton's Access and Inclusion Framework](#). Hamilton's child care expansion will focus on the following identified priority populations:

- Children living in low-income families
- Children of newcomers to Canada
- Francophone language minorities
- Children with special needs and children needing enhanced or individual supports
- Indigenous children, Black and other racialized children

Applicants will be asked to describe the number and location of proposed new spaces and how they plan to ensure that those spaces align with [City of Hamilton's Access and Inclusion Framework](#).

Your application confirms your commitment to a funding agreement under the scope of the [City of Hamilton's Access and Inclusion Framework](#) which also includes your acceptance of families in receipt of fee subsidy, children with special needs, signing off and adhering to the [City of Hamilton Early Years System's Equity, Diversity, Inclusion and Belonging \(EDIB\) Policy](#) and actively participating in the City of Hamilton's early years quality program.

## Completing the Application Package

- Complete and submit one form per child care site (location).
  - Use the Application Package Checklist when submitting your application to ensure all the requested information is provided.
  - Submit your documents using the online [Child Care Document Submission](#).
  - Ensure written answers are concise but be sure to fully explain your answer. It is important that your answers are descriptive; Provide examples. Describe "how" and demonstrate your knowledge and experience.
  - Please attach a separate document if you require additional space for your responses, clearly identifying the corresponding question number. It is important that any supplemental information provided is specifically answering the corresponding question.
  - City staff will notify each applicant of their evaluation date, and evaluation outcomes are estimated to take 4-6 weeks from that date.
  - If you have any questions about your application, would like to withdraw, or require an alternate format, please email to [CWELCC@hamilton.ca](mailto:CWELCC@hamilton.ca).
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City of Hamilton  
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 Directed Growth Application

**1) Type of Application**

Please indicate the type of application

- Scenario 1**  
 Current city of Hamilton licensees who are CWELCC-participating and wishing to **increase** their licensed capacity of CWELCC-eligible spaces at an existing centre.
- Scenario 2**  
 Current city of Hamilton licensees who are CWELCC-participating and wishing to **open a new child care site (location)**, not yet licensed.
- Scenario 3**  
 Current city of Hamilton licensees **wishing to enrol** in CWELCC and (if applicable) revise licensed capacity.
- Scenario 4**  
 Prospective licensees wishing to **open a new child care site (location) in the city of Hamilton**, not yet licensed.

What is your 'Planned Date of Project Completion'?  <i>This is the expected date when the new child care spaces will be operational. Please consult your architect/engineer on zoning, building permit, fire safety, and licensing lead times to make an informed estimate.</i>	
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**2) Applicant and Licensee Information**

Contact Full Name:	
Position Title:	
Email Address:	
Phone Number:	
Head Office Name:	
Head Office Mailing Address:	



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Business Structure:
<input type="checkbox"/> Multi-Site
<input type="checkbox"/> Single-Site

Auspice:
<input type="checkbox"/> For-Profit
<input type="checkbox"/> Not-for-Profit

Organization Type:
<input type="checkbox"/> Home-Based
<input type="checkbox"/> Centre-Based
<input type="checkbox"/> Co-op (Centre-Based)

Site Name:		
Site Address:		
Do you own the property, have a signed lease, or a 'Letter of Intent' or "Offer to Lease"?	Yes	No
Site Licence Number (if applicable):		
Days of Operation (ie. Monday to Friday)		
Hours of Operation		
Total Annual Operating Days (excluding closure days):		
Closure Days (list all days the site will be closed):		
Will you charge for closure days?	Yes	No
Are you operating other sites across the province of Ontario?	Yes	No
If yes, how many sites per municipality? List the Municipalities		



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**3) Access and Inclusion**

*If you require additional space for your responses, please attach a separate document clearly identifying the corresponding question number.*

a) What is your program statement?

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b) Describe your program's quality framework / vision.

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c) Describe your program's strategy for collaboration with community partners. Who do you work with for resources and supports?

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d) Describe how you will communicate and provide support to families in your program, keeping in mind those that have language and access barriers.

e) Describe how your program will support Francophone children and families.

f) Describe how your program will accommodate families who need flexible care such as part-time, extended hours, and/or weekend child care.



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g) Describe your program's wait list policy. Are there any families that are prioritized?

h) Describe how your program will provide supports for low-income families (beyond Fee Subsidy).

i) Describe the resources your program will have to support accessibility and inclusion. How will you ensure that your location is accessible to priority populations?



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j) Describe how you will design your learning environments and supports for children with special needs and / or children who need enhanced or individual supports to participate fully.

k) Describe how your program will embed the principles of equity, diversity, inclusion and ensure everyone has a sense of *belonging* and *well-being*?

**Belonging** is when each individual is supported, respected, and valued for their identity and unique traits that make them different from each other (University of Saskatchewan, 2020).

**Well-being** refers to the importance of physical and mental health and wellness. It incorporates capacities such as self-care, sense of self, and self-regulation skills.



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l) Describe how your program will be culturally responsive and participate in Truth and Reconciliation?

Please consider Call to Action # 12 from the *Truth and [Reconciliation](#) Commission of Canada: Calls to Action*: “We call upon the federal, provincial, territorial, and Aboriginal governments to develop culturally appropriate early childhood education programs for Aboriginal families.”

m) Describe how you will ensure that you are responsive to, and appreciative of, the diversity of families and create opportunities for families to share their culture in your program. Examples can include: a culturally responsive menu, games, toys, events, books, personal care. Please be specific in your examples and explain how these resources will meet the criteria above.





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n) If you feel like the questions above have not provided enough opportunity to share your qualifications, passion, and inspiration to working with children, please elaborate below.

A large, empty rectangular box with a black border, intended for the applicant to provide additional information or elaborate on their qualifications, passion, and inspiration for working with children.



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**4) Child Care Site Information**

- a) Fill out for Centre-Based Child Care **ONLY**  
 (For Licensed Home Child Care, enter zeros to proceed)

**Base Fees**

Base fees are defined as the daily fees charged to families for anything a licensee is required to provide under the Child Care and Early Years Act (CCEYA), such as play materials, supplies, and food. Effective January 1, 2025, child care base fees for CWELCC spaces are **capped at \$22/day**. Base fee revenues will be automatically calculated in the program budget workbook (step 5 of application) based on the number of spaces the applicant is applying for.

Other mandatory fees a family must pay to receive care, such as registration fees, are also deemed a base fee. Please note these other base fees are also subject to the \$22/day cap. Applicants who are planning on charging registration fees, may want to review this policy as the revenue from registration fees will be included in the total revenue offset and deducted from the total cost-based funding allocation.

**Non-Base Fees**

Non-base fees are fees for optional services as defined in the regulations (such as field trips, fees for late pick-ups, etc.) and in accordance with the terms of the licensee’s Parent Handbook, such as NSF charges or late payment fees.

- Non-base fees are not part of the \$22/day fee cap and will not be factored in the calculation of cost-based funding allocations/funding.
- Costs associated with providing non-base fees services (such as late pickups, field trips, etc.) must be tracked separately as they are not an eligible expense under the cost-based funding approach.

Please complete the below charts to identify any other base and non-base fees for all current and prospective age group categories that the applicant is planning on charging families:

Other Mandatory Base Fees	
Description (i.e. Registration fee)	Cost (\$)



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Non-base Fees	
Description (i.e. NSF charges)	Cost (\$)

Licensed Capacity			
Age Group	Scenario 1 (& 3 if applicable)		Scenario 2, 3 & 4
	Current Licensed Capacity	Proposed License Capacity <i>(Total with increased spaces)</i>	Licensed Capacity
Infant			
Toddler			
Preschool			
Total			

b) Fill out for Licensed Home-Based Child Care **ONLY**

Number of Current Approved Homes	
Proposed Number of New Home(s)	
Addresses of Proposed New Home(s)  (if you need more space, please attach a separate document to your submission called "Proposed New Homes")	



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c) Required by ALL Organization Types:

Please indicate	YES	NO
Will the new or expanded site offer part-time care? (e.g. programs running 2 days/week or 3 days/week, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Will the new or expanded spaces be Indigenous-led?	<input type="checkbox"/>	<input type="checkbox"/>
Will the new or expanded spaces be offered in French?	<input type="checkbox"/>	<input type="checkbox"/>
Does your program have an inclusion policy?	<input type="checkbox"/>	<input type="checkbox"/>

## 5) Staffing and Compensation

Across Ontario, there is a shortage of Registered Early Childhood Educators (RECEs) and child care workers. Please explain your strategy for recruiting and retaining qualified staff for your new or expanded spaces. Please also explain how your hiring practices will be inclusive and equitable.



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List the anticipated hourly **base** wages of educators who will staff the new or expanded spaces.

**NOTE:** RECE’s, RECE Child Care Supervisors, and RECE Home Child Care Visitors must earn at a minimum the wage floor for the applicable year. These minimum wage floor rates are set by the Ministry of Education are identified in the below chart. For all other positions, amounts must be equal to or more than the provincial minimum wage (i.e. \$17.20 per hour as of October 1, 2024).

Position	Lowest Hourly Base Wage (\$/hr.)	Highest Hourly Base Wage (\$/hr.)	Average Hourly Base Wage (\$/hr.)
Registered Early Childhood Educator (RECE) Program Staff	\$24.86		
Child Care Assistant / Non-RECE Program Staff			
Non-Program Staff (e.g. Cook, Admin)			
Supervisor / Home Visitor	\$25.86		

## 6) City of Hamilton Budget Template

As part of this application process, you are required to complete and submit the City of Hamilton’s Budget Template to verify the financial viability of your organization.

Please attach to your application submission.

## 7) Start Up Grants – To Create New Child Care Spaces

Are you applying for the Start Up Grant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Ineligible
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Start up grants will support directed growth for the creation of new child care spaces based on the [City of Hamilton’s Access and Inclusion Framework](#).

Start up grants can be used to offset the initial costs required to expand or create spaces such as equipment and leasehold improvements. The grants support community-based space expansion projects and prioritize the creation of new licensed full-day spaces for children aged 0-4. Start up grants may be used for retrofits, renovations or expansion projects, but cannot be used to purchase land or buildings.



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Space expansion projects for child care programs that run during school hours for kindergarten and school-aged children are ineligible for start up grants. School-based programs are ineligible for start up grants, they follow a different capital process through the Board of Education.

Eligible centre-based applicants will be evaluated on a case-by-case basis. Eligible centre-based applicants can receive a grant of up to \$350,000 for every 20 child care spaces created. Eligible home child care licensees can receive grants of up to \$1,200 per CWELCC space created, to a maximum of \$7,200 per provider.

When completing the funding chart below, ensure you are identifying the capital you are investing and what additional funding is required to complete the proposed project. It is imperative that all requests for Start-Up Grants demonstrate a knowledge of the estimated costs for their retrofits / renovations by attaching a contractor quote complete with estimated timelines. No further Start-Up Grant funding will be approved following the initial request. The Start-Up Grant is a one-time funding opportunity.

All spaces must be open and operational by December 31, 2026 per Ministry Guidelines.

**Please attach the following required documentation for Start-Up Grant Approval:**

- one compiled estimate of materials & furnishings,
- a contractor quote for retrofits / renovations required, including outdoor space.
- a “Letter of Intent”, or “Offer to Lease” (new sites only)

Proposed Expenditures for New Program	
Total Number of Children:	
Total Estimated Cost of Project:	\$
Total Investment from Applicant:	\$
Total Start Up Funding Requested:	\$
Description of Expenses (select all that apply)	
<b>Eligible expenses for licensed child care centres:</b>	
<input type="checkbox"/> Play materials, equipment, and furnishings (both indoors and outdoors) as outlined in Section 19 of O. Reg. 137/15 under the <a href="#">Child Care and Early Years Act, 2014</a> .	
<input type="checkbox"/> Non-consumable supplies/equipment to support the ongoing regular operation of the child care program (e.g. appliances, IT, supplies to support learning environments while adhering to health and safety requirements).	



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- Renovations, additions or repairs to licensed full day child care facilities or potential child care facilities as approved by City of Hamilton.
- Changes to outdoor play space that are required as a result of the expansion of child care spaces in the centre so that the licensee continues to comply with section 24 of O. Reg. 137/15 under the [Child Care and Early Years Act, 2014](#). Funding to cover the costs incurred to make outdoor play space changes are subject to the overall project cap of \$90 per square foot to a maximum of \$350,000 per 50 child care spaces created.
- Leasehold improvements.

### **Eligible expenses for home-based child care licensees:**

- Play materials, equipment, and furnishings (both indoors and outdoors) as outlined in Section 27 of O. Reg. 137/15 under the [Child Care and Early Years Act, 2014](#).

Describe how the above investment will meet the objectives of the [City of Hamilton's Access and Inclusion Framework](#):

List all the sources, or investors, contributing to the launch of this child care site.



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List project milestones and corresponding cash requirements by approximate dates.		
Planned Date of Project Completion (must be completed and open by December 31, 2026)		
Milestone	Approximate Date	Amount (\$)
1.		
2.		
3.		
4.		
<b>Total</b> – Sum of all amounts must equal the total amount requested.		\$

**8) Applicant Signature**

As the Signing Authority for, \_\_\_\_\_, I confirm that all the details provided above are accurate.

Printed Name:	Date:
Signature:	

**Notice of Collection**

The City of Hamilton collects information under authority of Section 227 of the Municipal Act, 2001. Any personal information collected for the Canada-Wide Early Learning and Child Care Directed Growth Application will be used for the purposes of administering the Healthy and Safe Communities, Canada-Wide Early Learning and Child Care program. By providing your email address, you are consenting to receiving emails from the City of Hamilton and/or their agents/contractors for Healthy and Safe Communities related matters. Information collected for this initiative may be stored on servers located in Canada and subject to Canadian laws.

Questions about the collection of this personal information can be directed to Senior Project Manager, Canada-Wide Early Learning Child Care at (905)546-2424 ext. 4881 or





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CWELCC@hamilton.ca, Healthy & Safe Communities, Children's and Community Services,  
Lister Block, 6th Floor, 28 James St. N., Hamilton, ON L8R 2K1.

## **9) Submission**

Submit your completed application and supporting documentation through the online [Child Care Document Submission](#) using the Application Package Checklist.