



## Child Care Licensing System

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# Reference Guide for Licensed Child Care Operations Survey

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## Introduction

### Overview

The purpose of the survey is to collect annual statistical information about the operations of licensed child care centres and home child care agencies in Ontario. There are seven sections to the survey:

- A. Hours of Operation
- B. Service Agreement
- C. Capacity and Enrolment
- D. Fees
- E. Staff Numbers and Wages
- F. Staff Qualifications
- G. Building Type

Each section in this reference guide contains general instructions for completing every question followed by the survey question itself.

When you have completed each question, check the box beside “This is to certify that the information provided in this survey is accurate and complete as of March 31, 2018” and select **Save & Next** or **Save** and **Exit**.

### Getting More Information or Assistance

For questions about the survey and technical support, please contact:

**Toll-free:** 1-844-654-4600

**Email:** [childcaresurvey@ontario.ca](mailto:childcaresurvey@ontario.ca)

**Thank you in advance for taking the time to complete this survey.**

## Notice of Collection

The following notice appears at the beginning of each survey.

Please be advised that the business and personal information provided in connection with this survey is collected under the authority of section 70 of the *Child Care and Early Years Act, 2014* (CCEYA) and in accordance with Ontario Regulation 137/15 s.77 to administer and enforce the CCEYA and its regulations.

In administering and enforcing the CCEYA, the ministry may collect personal and business information for the purposes of planning, delivering, evaluating, and monitoring child care programs and services. The collection of business information through this survey is focused on operational data for licensed child care centres and home child care agencies, including information about hours, fees, enrolment, and staffing. The collection of personal information through this survey is focused on staff wages.

Results from the survey will be aggregated and will be made publicly available. The ministry does not intend to publish the individual questionnaire responses nor publicly identify the responses of individual operators. The ministry is subject to the Freedom of Information and Protection of Privacy Act (FIPPA). If you believe that information you are providing in response to this survey would be subject to the protections set out in section 17 of FIPPA, you may wish to contact the ministry.

If you have questions about the collection of business or personal information, please contact:

Manager, Data Analysis, Research and Evaluation Unit  
Financial Accountability and Data Analysis Branch  
Early Years and Child Care Division  
Ministry of Education, 900 Bay Street, 24<sup>th</sup> Floor, Toronto, Ontario M7A 1L2  
**1-844-654-4600, [childcaresurvey@ontario.ca](mailto:childcaresurvey@ontario.ca)**

**Notice:** It is an offence under the *Child Care and Early Years Act, 2014* to knowingly give false or misleading information.

## Instructions for Child Care Centre Survey

### A. Hours of Operation

#### GENERAL INSTRUCTIONS

- Select at least one type of program offered. Multiple programs may be selected.
- Use a 12-hour clock time convention using AM and PM to enter start and end times. Enter a zero before single digit times (e.g. 07:00 AM, 05:30 PM).
- If you indicate that you offer care on non-instructional school days (e.g. school breaks, professional activity days), question **A2. School Breaks/Holidays** will appear.

#### SURVEY QUESTION

##### A1. Programs Offered

Please check the types of programs that you offered as of March 31, 2018. Indicate your start and end times.

If you offer a before and after school program or care on non-instructional school days, please include only the programs for children who are kindergarten or school age. Do not include before or after school programs or care on non-instructional days for preschool age groups.

- Full Day (six hours or more in a day)
- Half Day (fewer than six hours in a day)
- Before School (kindergarten and school age)
- After School (kindergarten and school age)
- Evening
- Overnight
- Non-instructional school days (summer and winter breaks, professional activity days, holidays)

##### Full Day (six hours or more in a day)

Day	Start	End
Monday	AM	PM
Tuesday	AM	PM
Wednesday	AM	PM
Thursday	AM	PM
Friday	AM	PM
Saturday	AM	PM
Sunday	AM	PM

**Half Day (fewer than six hours in a day)**

If you offer more than one half day program, you may enter up to three separate start and end times.

Day	Start (1)	End (1)	Start (2)	End (2)	Start (3)	End (3)
Monday	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM
Tuesday	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM
Wednesday	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM
Thursday	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM
Friday	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM
Saturday	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM
Sunday	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM

**Before School (kindergarten and school age)**

Day	Start	End
Monday - Friday	AM	AM

**After School (kindergarten and school age)**

Day	Start	End
Monday - Friday	PM	PM

**Evening**

Day	Start	End
Monday	PM	PM
Tuesday	PM	PM
Wednesday	PM	PM
Thursday	PM	PM
Friday	PM	PM
Saturday	PM	PM
Sunday	PM	PM

**Overnight**

Day	Start	End
Monday	PM	AM
Tuesday	PM	AM
Wednesday	PM	AM
Thursday	PM	AM
Friday	PM	AM
Saturday	PM	AM
Sunday	PM	AM

**Non-instructional School Days (kindergarten and school age)**

Day	Start	End
Monday - Friday	AM	PM

## A2. School Breaks/Holidays

If you offer care during non-instructional school days (e.g. summer and winter breaks, professional activity days, holidays), please indicate during which periods you offer care and whether it is offered to the children in your program at your centre's site or at another location.

	Yes, at my centre's site	Yes, at another location	No
Summer break	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Winter break (December-January)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
March break	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional activity days	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Statutory holidays	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## B. Service Agreement

### SURVEY QUESTION

#### B1. Purchase of Service Agreement

Consolidated Municipal Service Managers and District Social Services Administration Boards (CMSM/DSSAB) are municipal/regional service system managers designated under the *Child Care and Early Years Act, 2014* to manage child care services across the province.

Do you have a purchase of service agreement with a CMSM or DSSAB as of March 31, 2018?

- Yes  No

**[If "Yes"]** Please indicate what is included in your purchase of service agreement. Select all that apply.

- General operating
- Fee subsidies
- Wage enhancement
- Funding to support wages under \$14/hour.

Do you have a purchase of service agreement with a First Nation as of March 31, 2018?

- Yes  No

**[If "Yes"]** Please indicate what is included in your purchase of service agreement. Select all that apply.

- General operating
- Fee subsidies
- Wage enhancement
- Funding to support wages under \$14/hour.

Is your centre directly operated by either a CMSM/DSSAB or First Nation as of March 31, 2018?

- Yes, by a CMSM/DSSAB
- Yes, by a First Nation
- No

## B2. Indigenous Program

Is this an Indigenous-led organization (as of March 31, 2018)?

- Yes
- No

## C. Capacity and Enrolment

### GENERAL INSTRUCTIONS

- Licensed capacity table is pre-populated.
- Depending on which program options are selected, the relevant enrolment table appears.
- Enrolment is the number of children enrolled, or registered, on a full-time or part-time basis.
- The enrolment information entered should be the number of children enrolled/registered as of March 31, 2018, even if the enrolment has changed since then. The enrolment number may not necessarily be the same as the number of children who attended the program on March 31, 2018 due to children who may have been absent.
- **Kindergarten:** Include full-time and part-time enrolment only for children not enrolled in full-day kindergarten in a publicly funded school. If you are providing care for children who attend full-day kindergarten in a publicly funded school, include them in your before and after school programs.
- **Before and After School:** Include children who are only enrolled in before and/or after school programs. Do not include children who have already been counted in the full-day or half-day program enrolment as this would duplicate the enrolment numbers.
- **Evening, overnight, weekends, non-instructional school days:** Include all children who attend these programs, even if they also attend another program and have already been counted.

### SURVEY QUESTION

#### C1. Program Capacity

Your licensed capacity is pre-populated from information in CCLS. If the conditions on your licence (as of March 31, 2018) allow you to operate under an alternate age group capacity, please enter it in the table below. If you are not licensed for an alternate capacity, leave the column blank.



Age Group	Licensed Capacity	Alternate Capacity
Infant (Younger than 18 months)	<i>Pre-populated and cannot be modified</i>	
Toddler (18 months or older but younger than 30 months)	<i>Pre-populated and cannot be modified</i>	
Preschool (30 months or older but younger than 6 years)	<i>Pre-populated and cannot be modified</i>	
Kindergarten (44 months or older but younger than 7 years)	<i>Pre-populated and cannot be modified</i>	
Primary/Junior School Age (68 months or older but younger than 13 years)	<i>Pre-populated and cannot be modified</i>	
Junior School Age (9 years or older but younger than 13 years)	<i>Pre-populated and cannot be modified</i>	
Family Age Grouping (Schedule 4)	<i>Pre-populated and cannot be modified</i>	
<b>Total</b>	<i>Auto-calculated</i>	<i>Auto-calculated</i>

## C2. Enrolment

Please enter the number of children enrolled in your program(s) as of March 31, 2018 by licensed age group. Indicate how many children received a **full subsidy**, **partial subsidy**, or **no subsidy**. The totals are auto-calculated.

### Full Day (six hours or more in a day)

	Infant (Younger than 18 months)	Toddler (18 months or older but younger than 30 months)	Preschool (30 months or older but younger than 6 years)	Kindergarten (44 months or older but younger than 7 years)	Family Age Grouping (Schedule 4)	Total
<b>Full-time Enrolment (5-7 days/week)</b>						
# Receiving Full Subsidy						<i>Auto-calc.</i>
# Receiving Partial Subsidy						<i>Auto-calc.</i>
# Receiving No Subsidy						<i>Auto-calc.</i>
<b>Total Full-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Part-time Enrolment (1-4 days/week)</b>						
# Receiving Full Subsidy						<i>Auto-calc.</i>
# Receiving Partial Subsidy						<i>Auto-calc.</i>
# Receiving No Subsidy						<i>Auto-calc.</i>
<b>Total Part-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Total Full Day Enrolment (Full-time and Part-time)</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>

**Half Day (fewer than six hours in a day)**

	Infant (Younger than 18 months)	Toddler (18 months or older but younger than 30 months)	Preschool (30 months or older but younger than 6 years)	Kindergarten (44 months or older but younger than 7 years)	Family Age Grouping (Schedule 4)	Total
<b>Full-time Enrolment (5-7 days/week)</b>						
# Receiving Full Subsidy						<i>Auto-calc.</i>
# Receiving Partial Subsidy						<i>Auto-calc.</i>
# Receiving No Subsidy						<i>Auto-calc.</i>
<b>Total Full-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Part-time Enrolment (1-4 days/week)</b>						
# Receiving Full Subsidy						<i>Auto-calc.</i>
# Receiving Partial Subsidy						<i>Auto-calc.</i>
# Receiving No Subsidy						<i>Auto-calc.</i>
<b>Total Part-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Total Half Day Enrolment (Full-time and Part-time)</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>

**Before School ONLY (Kindergarten and School Age Children)**

	Preschool (30 months or older but younger than 6 years)	Kindergarten (44 months or older but younger than 7 years)	Primary/Junior School Age (68 months or older but younger than 13 years)	Junior School Age (9 years or older but younger than 13 years)	Family Age Grouping (Schedule 4)	Total
<b>Full-time Enrolment (5-7 days/week)</b>						
# Receiving Full Subsidy						<i>Auto-calc.</i>
# Receiving Partial Subsidy						<i>Auto-calc.</i>
# Receiving No Subsidy						<i>Auto-calc.</i>
<b>Total Full-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Part-time Enrolment (1-4 days/week)</b>						
# Receiving Full Subsidy						<i>Auto-calc.</i>
# Receiving Partial Subsidy						<i>Auto-calc.</i>
# Receiving No Subsidy						<i>Auto-calc.</i>
<b>Total Part-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Total Before School Enrolment (Full-time and Part-time)</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>

**After School ONLY (Kindergarten and School Age Children)**

	Preschool (30 months or older but younger than 6 years)	Kindergarten (44 months or older but younger than 7 years)	Primary/Junior School Age (68 months or older but younger than 13 years)	Junior School Age (9 years or older but younger than 13 years)	Family Age Grouping (Schedule 4)	Total
<b>Full-time Enrolment (5-7 days/week)</b>						
# Receiving Full Subsidy						<i>Auto-calc.</i>
# Receiving Partial Subsidy						<i>Auto-calc.</i>
# Receiving No Subsidy						<i>Auto-calc.</i>
<b>Total Full-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Part-time Enrolment (1-4 days/week)</b>						
# Receiving Full Subsidy						<i>Auto-calc.</i>
# Receiving Partial Subsidy						<i>Auto-calc.</i>
# Receiving No Subsidy						<i>Auto-calc.</i>
<b>Total Part-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Total After School Enrolment (Full-time and Part-time)</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>

**Before AND After School (Kindergarten and School Age Children)**

	Preschool (30 months or older but younger than 6 years)	Kindergarten (44 months or older but younger than 7 years)	Primary/Junior School Age (68 months or older but younger than 13 years)	Junior School Age (9 years or older but younger than 13 years)	Family Age Grouping (Schedule 4)	Total
<b>Full-time Enrolment (5-7 days/week)</b>						
# Receiving Full Subsidy						<i>Auto-calc.</i>
# Receiving Partial Subsidy						<i>Auto-calc.</i>
# Receiving No Subsidy						<i>Auto-calc.</i>
<b>Total Full-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Part-time Enrolment (1-4 days/week)</b>						
# Receiving Full Subsidy						<i>Auto-calc.</i>
# Receiving Partial Subsidy						<i>Auto-calc.</i>
# Receiving No Subsidy						<i>Auto-calc.</i>
<b>Total Part-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Total Before and After School Enrolment (Full-time and Part-time)</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>

**Evening (between approximately 7:00 PM and midnight)**

	Infant (Younger than 18 months)	Toddler (18 months or older but younger than 30 months)	Preschool (30 months or older but younger than 6 years)	Kindergarten (44 months or older but younger than 7 years)	Primary/Junior School Age (68 months or older but younger than 13 years)	Family Age Grouping (Schedule 4)	Total
<b>Full-time Enrolment (5-7 days/week)</b>							
# Receiving Full Subsidy							<i>Auto-calc.</i>
# Receiving Partial Subsidy							<i>Auto-calc.</i>
# Receiving No Subsidy							<i>Auto-calc.</i>
<b>Total Full-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Part-time Enrolment (1-4 days/week)</b>							
# Receiving Full Subsidy							<i>Auto-calc.</i>
# Receiving Partial Subsidy							<i>Auto-calc.</i>
# Receiving No Subsidy							<i>Auto-calc.</i>
<b>Total Part-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Total Evening Enrolment (Full-time and Part-time)</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>

**Overnight**

	Infant (Younger than 18 months)	Toddler (18 months or older but younger than 30 months)	Preschool (30 months or older but younger than 6 years)	Kindergarten (44 months or older but younger than 7 years)	Primary/Junior School Age (68 months or older but younger than 13 years)	Family Age Grouping (Schedule 4)	Total
<b>Full-time Enrolment (5-7 days/week)</b>							
# Receiving Full Subsidy							<i>Auto-calc.</i>
# Receiving Partial Subsidy							<i>Auto-calc.</i>
# Receiving No Subsidy							<i>Auto-calc.</i>
<b>Total Full-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Part-time Enrolment (1-4 days/week)</b>							
# Receiving Full Subsidy							<i>Auto-calc.</i>
# Receiving Partial Subsidy							<i>Auto-calc.</i>
# Receiving No Subsidy							<i>Auto-calc.</i>
<b>Total Part-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Total Overnight Enrolment (Full-time and Part-time)</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>

**Non-instructional School Days (Kindergarten and School Age)**

	Preschool (30 months or older but younger than 6 years)	Kindergarten (44 months or older but younger than 7 years)	Primary/Junior School Age (68 months or older but younger than 13 years)	Junior School Age (9 years or older but younger than 13 years)	Family Age Grouping (Schedule 4)	Total
<b>Full-time Enrolment (5-7 days/week)</b>						
# Receiving Full Subsidy						<i>Auto-calc.</i>
# Receiving Partial Subsidy						<i>Auto-calc.</i>
# Receiving No Subsidy						<i>Auto-calc.</i>
<b>Total Full-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Part-time Enrolment (1-4 days/week)</b>						
# Receiving Full Subsidy						<i>Auto-calc.</i>
# Receiving Partial Subsidy						<i>Auto-calc.</i>
# Receiving No Subsidy						<i>Auto-calc.</i>
<b>Total Part-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Total Non-instructional School Day Enrolment (Full- time and Part-time)</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>

**D. Fees**

**GENERAL INSTRUCTIONS**

- Fees are the amount that the centre or agency charges parents for child care services based on program type and age group. Fee information should be the fees as of **March 31, 2018**, even if your fees have changed since then.
- All fee information should be calculated on a **daily basis** even if your fees are typically calculated on an hourly, weekly, bi-weekly, monthly, or annual basis.
- Include your standard fees for children in each age group who are not receiving a fee subsidy.
- Depending on which program options are selected, the relevant fee table appears.
- Each field must include either a daily fee amount or a check in the “Not Applicable” box.

**SURVEY QUESTION**

**D1. Fees**

Please enter the daily fee for each licensed age group that you offered as of March 31, 2018.

- If you do not offer a program for a particular age group, please check “Not Applicable”.
- For a half day program, enter the fee for the half day.
- To convert an annual or monthly fee to a daily fee, divide the total fees by the number of days that the program operates in the year or in a typical month.

**Full Day (six hours or more in a day)**

Licensed Age Group	Daily Fee	Not Applicable
Infant (Younger than 18 months)		<input type="checkbox"/>
Toddler (18 months or older but younger than 30 months)		<input type="checkbox"/>
Preschool (30 months or older but younger than 6 years)		<input type="checkbox"/>
Kindergarten (44 months or older but younger than 7 years)		<input type="checkbox"/>
Family Age Grouping (Schedule 4)		<input type="checkbox"/>

**Half Day (fewer than six hours in a day)**

Licensed Age Group	Daily Fee	Not Applicable
Infant (Younger than 18 months)		<input type="checkbox"/>
Toddler (18 months or older but younger than 30 months)		<input type="checkbox"/>
Preschool (30 months or older but younger than 6 years)		<input type="checkbox"/>
Kindergarten (44 months or older but younger than 7 years)		<input type="checkbox"/>
Family Age Grouping (Schedule 4)		<input type="checkbox"/>

**Before School Only (Kindergarten and School Age)**

Licensed Age Group	Daily Fee	Not Applicable
Preschool (30 months or older but younger than 6 years)		<input type="checkbox"/>
Kindergarten (44 months or older but younger than 7 years)		<input type="checkbox"/>
Primary/Junior School Age (68 months or older but younger than 13 years)		<input type="checkbox"/>
Junior School Age (9 years or older but younger than 13 years)		<input type="checkbox"/>
Family Age Grouping (Schedule 4)		<input type="checkbox"/>

**After School Only (Kindergarten and School Age)**

Licensed Age Group	Daily Fee	Not Applicable
Preschool (30 months or older but younger than 6 years)		<input type="checkbox"/>
Kindergarten (44 months or older but younger than 7 years)		<input type="checkbox"/>
Primary/Junior School Age (68 months or older but younger than 13 years)		<input type="checkbox"/>
Junior School Age (9 years or older but younger than 13 years)		<input type="checkbox"/>
Family Age Grouping (Schedule 4)		<input type="checkbox"/>

**Before and After School (Kindergarten and School Age)**

Licensed Age Group	Daily Fee	Not Applicable
Preschool (30 months or older but younger than 6 years)		<input type="checkbox"/>
Kindergarten Before and After School (44 months or older but younger than 7 years)		<input type="checkbox"/>
Primary/Junior School Age (68 months or older but younger than 13 years)		<input type="checkbox"/>
Junior School Age (9 years or older but younger than 13 years)		<input type="checkbox"/>
Family Age Grouping (Schedule 4)		<input type="checkbox"/>

**Evening**

Licensed Age Group	Daily Fee	Not Applicable
Infant (Younger than 18 months)		<input type="checkbox"/>
Toddler (18 months or older but younger than 30 months)		<input type="checkbox"/>
Preschool (30 months or older but younger than 6 years)		<input type="checkbox"/>
Kindergarten (44 months or older but younger than 7 years)		<input type="checkbox"/>
Primary/Junior School Age (68 months or older but younger than 13 years)		<input type="checkbox"/>
Family Age Grouping (Schedule 4)		<input type="checkbox"/>

**Overnight**

Licensed Age Group	Daily Fee	Not Applicable
Infant (Younger than 18 months)		<input type="checkbox"/>
Toddler (18 months or older but younger than 30 months)		<input type="checkbox"/>
Preschool (30 months or older but younger than 6 years)		<input type="checkbox"/>
Kindergarten (44 months or older but younger than 7 years)		<input type="checkbox"/>
Primary/Junior School Age (68 months or older but younger than 13 years)		<input type="checkbox"/>
Family Age Grouping (Schedule 4)		<input type="checkbox"/>

**Non-instructional School Days (Kindergarten and School Age)**

Licensed Age Group	Daily Fee	Not Applicable
Preschool (30 months or older but younger than 6 years)		<input type="checkbox"/>
Kindergarten Before and After School (44 months or older but younger than 7 years)		<input type="checkbox"/>
Primary/Junior School Age (68 months or older but younger than 13 years)		<input type="checkbox"/>
Junior School Age (9 years or older but younger than 13 years)		<input type="checkbox"/>
Family Age Grouping (Schedule 4)		<input type="checkbox"/>

**E. Staff Numbers and Wages**

**GENERAL INSTRUCTIONS**

- Enter the wage information based on the **hourly wage rate** for full-time and part-time staff. The wage rates entered should be as of March 31, 2018, even if wages have changed since then.
- Wages should not include benefits but should **include wage enhancement** funding and funding to support wages under \$14/hour.
- See **Appendix 1: Terms and Acronyms** for the definitions of staff categories.
- If a staff member splits their time between two positions (e.g. program staff and supervisor), enter them as part-time in each staff category.
- If there are no staff within a given wage rate, enter 0 in the space provided.

- The **Total Staff number** (auto-calculated) must equal the **Total Site Employees**.

**SURVEY QUESTION**

**E1. Staff Numbers and Wages**

Please enter the total number of employees who worked at your site as of March 31, 2018. Include only paid staff who work at your specific location.

- If an employee splits their time between more than one site, include them as part-time staff at this location.
- If your organization has multiple sites and a head office, do not include staff who work at the head office. This information will be collected through a separate survey for multi-site licensees.
- Include replacement staff if they are on your regular payroll. Do not include replacement staff who are with a contracted staffing agency.

Total Site Employees (Full-time and Part-time)

<b>Program Staff – Registered Early Childhood Educators (RECE)</b>		
<b>Wage Range</b>	<b># of Full-time Staff</b>	<b># of Part-time Staff</b>
\$14.00 - \$15.00		
\$15.01 - \$20.00		
\$20.01 - \$27.07		
\$27.08 - \$30.00		
\$30.01 - \$35.00		
\$35.01 - \$40.00		
\$40.01+		
<b>Total</b>	<i>Auto-calculated</i>	<i>Auto-calculated</i>

<b>Program Staff – Director Approved</b>		
<b>Wage Range</b>	<b># of Full-time Staff</b>	<b># of Part-time Staff</b>
\$14.00 - \$15.00		
\$15.01 - \$20.00		
\$20.01 - \$27.07		
\$27.08 - \$30.00		
\$30.01 - \$35.00		
\$35.01 - \$40.00		
\$40.01+		
<b>Total</b>	<i>Auto-calculated</i>	<i>Auto-calculated</i>



<b>Program Staff – Other (Non-RECE, Non-director approved)</b>		
<b>Wage Range</b>	<b># of Full-time Staff</b>	<b># of Part-time Staff</b>
\$14.00 - \$15.00		
\$15.01 - \$20.00		
\$20.01 - \$27.07		
\$27.08 - \$30.00		
\$30.01 - \$35.00		
\$35.01 - \$40.00		
\$40.01+		
<b>Total</b>	<i>Auto-calculated</i>	<i>Auto-calculated</i>

<b>Supervisory Staff – Registered Early Childhood Educators</b>		
<b>Wage Range</b>	<b># of Full-time Staff</b>	<b># of Part-time Staff</b>
\$14.00 - \$15.00		
\$15.01 - \$20.00		
\$20.01 - \$27.07		
\$27.08 - \$30.00		
\$30.01 - \$35.00		
\$35.01 - \$40.00		
\$40.01+		
<b>Total</b>	<i>Auto-calculated</i>	<i>Auto-calculated</i>

<b>Supervisory Staff – Director Approved (Non-RECE)</b>		
<b>Wage Range</b>	<b># of Full-time Staff</b>	<b># of Part-time Staff</b>
\$14.00 - \$15.00		
\$15.01 - \$20.00		
\$20.01 - \$27.07		
\$27.08 - \$30.00		
\$30.01 - \$35.00		
\$35.01 - \$40.00		
\$40.01+		
<b>Total</b>	<i>Auto-calculated</i>	<i>Auto-calculated</i>

<b>Non-program Staff</b> Staff who perform duties that are not directly related to the delivery of a child care program such as cooks, bus drivers, housekeeping, janitorial and clerical/office staff.		
<b>Wage Range</b>	<b># of Full-time Staff</b>	<b># of Part-time Staff</b>
\$14.00 - \$15.00		
\$15.01 - \$20.00		
\$20.01 - \$27.07		
\$27.08 - \$30.00		
\$30.01 - \$35.00		
\$35.01 - \$40.00		
\$40.01+		
<b>Total</b>	<i>Auto-calculated</i>	<i>Auto-calculated</i>

<b>Senior Administrators</b> Senior employees – other than supervisory staff – who oversee/manage a licensed child care operation. May include (but not limited to) an executive director or someone in charge of human resources, finances, communication, and/or policies for the organization.		
<b>Wage Range</b>	<b># of Full-time Staff</b>	<b># of Part-time Staff</b>
\$14.00 - \$15.00		
\$15.01 - \$20.00		
\$20.01 - \$27.07		
\$27.08 - \$30.00		
\$30.01 - \$35.00		
\$35.01 - \$40.00		
\$40.01+		
<b>Total</b>	<i>Auto-calculated</i>	<i>Auto-calculated</i>

<b>TOTAL STAFF (Full-time and Part-time)</b>	<i>Auto-calculated</i>	<i>Auto-calculated</i>
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## F. Qualifications

### GENERAL INSTRUCTIONS

- If **Director Approved** program staff were entered under Staff Numbers and Wages, complete the Director Approved Program Staff by Age Group and Qualification tables (questions F1 and F2).
- If you offer a **Junior School Age Group** (9 years or older but younger than 13 years), complete question F3.
- In questions F2 and F3, count each staff member only once by selecting one qualification, even if they have multiple listed qualifications.

**SURVEY QUESTION****F1. Number of Director Approved Program Staff**

Please enter the number of director approved program staff (excluding supervisors) in each age group as of March 31, 2018:

Age Group	Number of Director Approved Program Staff
Infant (Younger than 18 months)	
Toddler (18 months or older but younger than 30 months)	
Preschool (30 months or older but younger than 6 years)	
Kindergarten (44 months or older but younger than 7 years)	
Primary / Junior School Age (68 months or older but younger than 13 years)	
Junior School Age (9 years or older but younger than 13 years)	

**F2. Staff Qualifications – Director Approved Program Staff**

Please indicate the number of director approved program staff (excluding supervisors) with the following qualifications as of March 31, 2018:

Type of Qualification	Number of Director Approved Program Staff
Member in good standing with the Ontario College of Teachers	
Member in good standing with the Ontario College of Social Workers and Social Service Workers	
Montessori training from a recognized Montessori teacher training institution	
Diploma or degree in child and youth care	
Other	

**F3. Staff Qualifications – Junior School Age Group**

If you offer a Junior School Age Group (9 years or older but younger than 13 years), please enter the number of program staff with the following qualifications as of March 31, 2018:

Type of Qualification	Number of Staff in Junior School Age Group
Diploma or degree in child and youth care	
Diploma or degree in recreation and leisure services	
Member in good standing with the Ontario College of Teachers	
Member in good standing with the College of Early Childhood Educators	

## G. Building Type

### GENERAL INSTRUCTIONS

- Please identify the primary use of the building in which your centre is located.
- If you select a publicly funded school in the provincial school system, question **G1a** will appear.

### SURVEY QUESTION

#### G1. Building Type

In which type of building is your centre located (as of March 31, 2018)?

- Publicly funded school in the provincial school system
- Publicly funded school on reserve
- Private school that offers elementary or secondary education as defined under the *Education Act*
- Government building
- College or university
- Hospital
- Community centre
- Place of worship
- Commercial building (e.g. mall, office building, industrial plaza)
- Multi-unit residential (e.g. apartment building, condominium)
- Stand-alone child care centre
- Other

**G1a.** If publicly funded school is selected, the following table appears:

Name of School board	<i>Select from drop-down list</i>
Name of School	<i>Select from drop-down list</i>
School Address	<i>Pre-populated</i>
Are you contracted by the school to provide before/after school programs?	<input type="radio"/> Yes <input type="radio"/> No
Do you have a service agreement (lease) with a publicly funded school for space for your child care services?	<input type="radio"/> Yes <input type="radio"/> No
What expenses are included in your service agreement (lease) rate? Select all that apply.	<input type="checkbox"/> Custodial care <input type="checkbox"/> Utilities (heat & hydro) <input type="checkbox"/> Repairs and maintenance <input type="checkbox"/> Use of kitchen facilities <input type="checkbox"/> Program supplies <input type="checkbox"/> Program equipment <input type="checkbox"/> Use of outdoor space <input type="checkbox"/> Security system <input type="checkbox"/> Other
Does your CMSM or DSSAB pay the cost(s) associated with your service agreement (lease) directly to the board/school as part of your purchase for service agreement?	<input type="radio"/> Yes <input type="radio"/> No
How many exclusive rooms (i.e. only used by your centre) do you use?	
How many shared rooms (i.e. rooms are used for a portion of the day	

for other purposes such as classrooms in schools) do you use?	
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**G2. Monthly Rent**

What is your monthly rent or lease rate?   Not applicable/Don't know

**G3. Monthly Utilities**

What are your monthly utilities (if not included in your rent/lease rate)?   Not applicable/Don't know

**Submit**

- Please attest that the information in the survey is complete and accurate as of March 31, 2018 and then submit.

<b>Declaration</b>
I declare that all information provided in connection with this survey is true, accurate and complete as of March 31, 2018.
<input type="checkbox"/> I agree

## Instructions for Home Child Care Agency Survey

### A. Hours of Operation

#### GENERAL INSTRUCTIONS

- In questions A2 to A5, please count **only active providers** (providers with contracts or agreements with the agency in effect on March 31, 2018).
- In question A2, include all children enrolled with the agency, privately-placed children, and provider’s own children. Do not include the provider’s own children attending full-day kindergarten or Grade 1.
- In question A3, do not include children attending full-day kindergarten or Grade 1.
- In question A4, if a provider offers **both** before and after school care, count them in the “Before **AND** After School” section. Do not count them in “After School” or in “Before School”.

#### SURVEY QUESTION

##### A1. Active and Inactive Home Child Care Providers

An **active** home child care provider has a contract/agreement with the agency and may or may not have children enrolled currently. An **inactive** home child care provider temporarily does not have a current contract/agreement with the agency and is not accepting children.

How many home child care providers were active with your agency as of March 31, 2018?	
How many home child care providers were inactive with your agency as of March 31, 2018?	

##### A2. Number of Children

According to your agreement with each home child care provider, how many of your active home child care providers can care for the following maximum numbers of children as of March 31, 2018? Include each home child care provider in only one category.

Maximum Number of Children	Number of Providers
6	
5	
4	
3	
2	
<b>Total</b>	<b>Auto-calculated</b>

**A3. Number of Providers' Own Children**

How many of your home child care providers who had active agreements with your agency as of March 31, 2018 have children of their own in the following age groups? Include each provider in only one category. If a provider's own children cover more than one category, include them in the youngest age category that applies.

Age of Providers' Own Children	Number of Providers
Younger than 2 years	
2-3 years	
4-5 years	

**A4. Hours of Operation**

How many of your home child care providers who had active agreements with your agency as of March 31, 2018 offer care during the following times?

Typical Hours of Operation	Number of Providers
Daytime (between approximately 6:00 AM to 7:00 PM)	
Before School (Kindergarten and School Age Children)	
After School (Kindergarten and School Age Children)	
Before AND After School (Kindergarten and School Age Children)	
Evening (between approximately 7:00 PM and midnight)	
Overnight	
Weekends	
Non-instructional School Days/School Breaks/Holidays (Kindergarten and School Age Children)	

**A5. School Breaks/Holidays**

How many of your home child care providers who had active agreements with your agency as of March 31, 2018 offer full-day programs during the following non-instructional school days?

	Number of Providers
Summer break	
Winter break (December-January)	
March break	
Professional activity days	
Statutory holidays	

## B. Service Agreement

### SURVEY QUESTION

#### B1. Purchase of Service Agreement

Consolidated Municipal Service Managers and District Social Services Administration Boards (CMSM/DSSAB) are municipal/regional service system managers designated under the *Child Care and Early Years Act, 2014* to manage child care services across the province.

Do you have a purchase of service agreement with a CMSM or DSSAB as of March 31, 2018?

- Yes
- No

**[If “Yes”]** Please indicate what is included in your purchase of service agreement. Select all that apply.

- Fee subsidies
- Home child care enhancement grant
- Funding to support wages under \$14/hour.

Do you have a purchase of service agreement with a First Nation as of March 31, 2018?

- Yes
- No

**[If “Yes”]** Please indicate what is included in your purchase of service agreement. Select all that apply.

- Fee subsidies
- Home child care enhancement grant
- Funding to support wages under \$14/hour.

Is your agency directly operated by either a CMSM/DSSAB or First Nation as of March 31, 2018?

- Yes, by a CMSM/DSSAB
- Yes, by a First Nation
- No

#### **B2. Indigenous Program**

Is this an Indigenous-led organization (as of March 31, 2018)?

- Yes
- No



## C. Enrolment

### GENERAL INSTRUCTIONS

- Enrolment is the number of children enrolled, or registered, on a full-time or part-time basis. All enrolled children should be entered (including privately-placed children) regardless of their subsidy status.
- The enrolment information entered should be the number of children enrolled/registered as of March 31, 2018, even if the enrolment has changed since then.
- **Kindergarten:** Include daytime enrolment only for children not enrolled in full-day kindergarten in a publicly funded school. If you are providing care for children who attend full-day kindergarten in a publicly funded school, include them in your before and after school programs.
- **Before and After School:** Include children who are only enrolled in before and/or after school programs. Do not include children who have already been counted in the daytime program enrolment. If a child is enrolled in both before and after school programs, include them in the “Before AND After School” section; do not include them in the “Before School ONLY” or “After School ONLY” sections.
- **Evening, overnight, weekends, non-instructional school days:** Include all children who attend these programs, even if they also attend another program and have already been counted.

### SURVEY QUESTION

#### C1. Enrolment

Please enter the total number of children being cared for by your home child care providers who had active agreements with your agency as of March 31, 2018 (excluding their own children). Indicate how many children received a **full subsidy**, **partial subsidy**, or **no subsidy**. The totals are auto-calculated.

#### Daytime (between approximately 6:00 AM to 7:00 PM)

	Younger than 2 years	2 – 3 years	4 – 5 years	6 – 12 years	Total
<b>Full-time Enrolment (5-7 days/week)</b>					
# Receiving Full Subsidy					<i>Auto-calc.</i>
# Receiving Partial Subsidy					<i>Auto-calc.</i>
# Receiving No Subsidy					<i>Auto-calc.</i>
<b>Total Full-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Part-time Enrolment (1-4 days/week)</b>					
# Receiving Full Subsidy					<i>Auto-calc.</i>
# Receiving Partial Subsidy					<i>Auto-calc.</i>
# Receiving No Subsidy					<i>Auto-calc.</i>
<b>Total Part-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Total Daytime Enrolment (Full-time and Part-time)</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>

**Before School ONLY (Kindergarten and School Age Children)**

	4 – 5 years	6 – 12 years	Total
<b>Full-time Enrolment (5-7 days/week)</b>			
# Receiving Full Subsidy			<i>Auto-calc.</i>
# Receiving Partial Subsidy			<i>Auto-calc.</i>
# Receiving No Subsidy			<i>Auto-calc.</i>
<b>Total Full-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Part-time Enrolment (1-4 days/week)</b>			
# Receiving Full Subsidy			<i>Auto-calc.</i>
# Receiving Partial Subsidy			<i>Auto-calc.</i>
# Receiving No Subsidy			<i>Auto-calc.</i>
<b>Total Part-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Total Before School (Full-time and Part-time)</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>

**After School ONLY (Kindergarten and School Age Children)**

	4 – 5 years	6 – 12 years	Total
<b>Full-time Enrolment (5-7 days/week)</b>			
# Receiving Full Subsidy			<i>Auto-calc.</i>
# Receiving Partial Subsidy			<i>Auto-calc.</i>
# Receiving No Subsidy			<i>Auto-calc.</i>
<b>Total Full-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Part-time Enrolment (1-4 days/week)</b>			
# Receiving Full Subsidy			<i>Auto-calc.</i>
# Receiving Partial Subsidy			<i>Auto-calc.</i>
# Receiving No Subsidy			<i>Auto-calc.</i>
<b>Total Part-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Total After School (Full-time and Part-time)</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>

**Before AND After School (Kindergarten and School Age Children)**

	4 – 5 years	6 – 12 years	Total
<b>Full-time Enrolment (5-7 days/week)</b>			
# Receiving Full Subsidy			<i>Auto-calc.</i>
# Receiving Partial Subsidy			<i>Auto-calc.</i>
# Receiving No Subsidy			<i>Auto-calc.</i>
<b>Total Full-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Part-time Enrolment (1-4 days/week)</b>			
# Receiving Full Subsidy			<i>Auto-calc.</i>
# Receiving Partial Subsidy			<i>Auto-calc.</i>
# Receiving No Subsidy			<i>Auto-calc.</i>
<b>Total Part-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Total Before and After School (Full-time and Part-time)</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>

**Evening (between approximately 7:00 PM and midnight)**

	Younger than 2 years	2 – 3 years	4 – 5 years	6 – 12 years	Total
<b>Full-time Enrolment (5-7 days/week)</b>					
# Receiving Full Subsidy					<i>Auto-calc.</i>
# Receiving Partial Subsidy					<i>Auto-calc.</i>
# Receiving No Subsidy					<i>Auto-calc.</i>
<b>Total Full-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Part-time Enrolment (1-4 days/week)</b>					
# Receiving Full Subsidy					<i>Auto-calc.</i>
# Receiving Partial Subsidy					<i>Auto-calc.</i>
# Receiving No Subsidy					<i>Auto-calc.</i>
<b>Total Part-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Total Evening Enrolment (Full-time and Part-time)</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>

**Overnight**

	Younger than 2 years	2 – 3 years	4 – 5 years	6 – 12 years	Total
<b>Full-time Enrolment (5-7 days/week)</b>					
# Receiving Full Subsidy					<i>Auto-calc.</i>
# Receiving Partial Subsidy					<i>Auto-calc.</i>
# Receiving No Subsidy					<i>Auto-calc.</i>
<b>Total Full-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Part-time Enrolment (1-4 days/week)</b>					
# Receiving Full Subsidy					<i>Auto-calc.</i>
# Receiving Partial Subsidy					<i>Auto-calc.</i>
# Receiving No Subsidy					<i>Auto-calc.</i>
<b>Total Part-time Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>
<b>Total Overnight Enrolment (Full-time and Part-time)</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>

**Weekends**

	Younger than 2 years	2 – 3 years	4 – 5 years	6 – 12 years	Total
# Receiving Full Subsidy					<i>Auto-calc.</i>
# Receiving Partial Subsidy					<i>Auto-calc.</i>
# Receiving No Subsidy					<i>Auto-calc.</i>
<b>Total Weekend Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>

**Non-instructional School Days/School Breaks/Holidays (Kindergarten and School Age Children)**

	4 – 5 years	6 – 12 years	Total
# Receiving Full Subsidy			<i>Auto-calc.</i>
# Receiving Partial Subsidy			<i>Auto-calc.</i>
# Receiving No Subsidy			<i>Auto-calc.</i>
<b>Total Non-instructional School Days Enrolment</b>	<i>Auto-calc.</i>	<i>Auto-calc.</i>	<i>Auto-calc.</i>

## D. Daily Parent Fees

### GENERAL INSTRUCTIONS

- Fees are amount that the agency or provider charges parents for child care services based on program type and age group. Fee information should be as of **March 31, 2018**, even if your fees have changed since then.
- All fee information should be calculated on a **daily basis** even if your fees are typically calculated on an hourly, weekly, bi-weekly, monthly, or annual basis.
- Include your standard fees for children in each age group who are not receiving a fee subsidy.
- Depending on which program options are selected, the relevant fee table appears.
- Each field must include either a daily fee amount or a check in the “Not Applicable” box.

### SURVEY QUESTION

#### D1. Fees

Please enter the daily parent fee per child for each age group as of March 31, 2018. If you do not offer care for a particular age group, please check “Not Applicable”.

#### Full Day (six hours or more in a day)

Age Group	Daily Parent Fee Per Child	Not Applicable
Younger than 2 years		<input type="checkbox"/>
2-3 years		<input type="checkbox"/>
4-5 years		<input type="checkbox"/>
6-12 years		<input type="checkbox"/>

#### Half Day (fewer than six hours in a day)

Age Group	Daily Parent Fee Per Child	Not Applicable
Younger than 2 years		<input type="checkbox"/>
2-3 years		<input type="checkbox"/>
4-5 years		<input type="checkbox"/>
6-12 years		<input type="checkbox"/>

#### Before School ONLY (Kindergarten and School Age Children)

Age Group	Daily Parent Fee Per Child	Not Applicable
4-5 years		<input type="checkbox"/>
6-12 years		<input type="checkbox"/>

**After School ONLY (Kindergarten and School Age Children)**

Age Group	Daily Parent Fee Per Child	Not Applicable
4-5 years		<input type="checkbox"/>
6-12 years		<input type="checkbox"/>

**Before AND After School (Kindergarten and School Age Children)**

Age Group	Daily Parent Fee Per Child	Not Applicable
4-5 years		<input type="checkbox"/>
6-12 years		<input type="checkbox"/>

**Evening (between approximately 7:00 PM and midnight)**

Age Group	Daily Parent Fee Per Child	Not Applicable
Younger than 2 years		<input type="checkbox"/>
2-3 years		<input type="checkbox"/>
4-5 years		<input type="checkbox"/>
6-12 years		<input type="checkbox"/>

**Overnight**

Age Group	Daily Parent Fee Per Child	Not Applicable
Younger than 2 years		<input type="checkbox"/>
2-3 years		<input type="checkbox"/>
4-5 years		<input type="checkbox"/>
6-12 years		<input type="checkbox"/>

**Weekends**

Age Group	Daily Parent Fee Per Child	Not Applicable
Younger than 2 years		<input type="checkbox"/>
2-3 years		<input type="checkbox"/>
4-5 years		<input type="checkbox"/>
6-12 years		<input type="checkbox"/>

**Non-instructional School Days/School Breaks/Holidays (Kindergarten and School Age Children)**

Age Group	Daily Parent Fee Per Child	Not Applicable
4-5 years		<input type="checkbox"/>
6-12 years		<input type="checkbox"/>

## E. Home Child Care Agency Fees

### GENERAL INSTRUCTIONS

- Agency fees are the amount that is paid by the provider to the agency (if parents pay the provider, or if the agency charges providers a flat fee) or deducted from the parent fee before the agency pays the provider (if parents pay the agency). Agency fee information should be as of **March 31, 2018**, even if your agency fees have changed since then.
- All agency fee information should be calculated on a **daily basis** even if your fees are typically calculated on an hourly, weekly, bi-weekly, monthly, or annual basis.
- If your agency uses a flat fee model (in which agency fees are not per-child), please convert fees to per-child fees by dividing by six.
- If your agency offers different tiers of service with different fees, enter the lowest tier fee.
- In question **E2**, if your agency offers several tiers of service, describe the lowest tier.

### SURVEY QUESTION

#### E1. Home Child Care Agency Fees

The agency fee is the amount that is paid by the provider to the agency (if parents pay the provider) or deducted from the parent fee before the agency pays the provider (if parents pay the agency). Please enter the daily agency fee per child for each age group as of March 31, 2018.

Age Group	Daily Agency Fee Per Child
Younger than 2 years	
2-3 years	
4-5 years	
6-12 years	

#### E2. Services

What services does your agency offer to home child care providers for this fee as of March 31, 2018? Select all that apply.

- Placement of children in provider homes
- Administrative support (e.g. collection of payments from parents, regular payments to providers)
- Regular ongoing support, advice and professional learning (e.g. CPR certification, child development, business/income tax, working with families)
- Equipment and toy lending
- Program and menu/nutrition planning support
- Compliance support and inspections
- Coordinating back-up care for families if provider is sick or on vacation
- Paid vacation/sick days
- Other

**E3. Monthly Rent**

What is your monthly rent or lease rate?   Not Applicable/Don't Know

**E4. Monthly Utilities**

What are your monthly utilities (if not included in your rent/lease rate)?   Not Applicable/Don't Know

**F. Wages**

**GENERAL INSTRUCTIONS**

- Enter the wage information based on the hourly wage rate for full-time and part-time staff. The wage rates entered should be as of March 31, 2018, even if wages have changed since then.
- Wages should not include benefits but should include home child care enhancement grant funding and funding to support wages under \$14/hour.
- See **Appendix 1: Terms and Acronyms** for the definitions of staff categories.
- If a staff member splits their time between two positions (e.g. visitor and supervisor), enter them as part-time in each staff category.
- If there are no staff within a given wage rate, enter 0 in the space provided.
- The Total Staff number (auto-calculated) must equal the Total Home Child Care Providers, Visitors, Supervisors, and Staff.
- For provider earnings, count only active homes. Provider earnings should include earnings from privately-placed children, estimated if necessary.

**SURVEY QUESTION**

**F1. Wages**

Please enter the number of active home child care providers, visitors, supervisors, and agency staff in each wage range as of March 31, 2018. Full-time refers to 30 hours or more per week. Part-time refers to fewer than 30 hours per week.

Total Home Child Care Providers, Visitors, Supervisors, and Staff (Full-time and Part-time)

<b>Home Child Care Providers</b>		
<b>Daily Earnings Range</b>	<b># of Full-time Active Providers</b>	<b># of Part-time Active Providers</b>
\$0.00 - \$40.00/day		
\$40.01 - \$80.00/day		
\$80.01 - \$120.00/day		
\$120.01 - \$160.00/day		
\$160.01 - \$200.00/day		
\$200.01 - \$240.00/day		
\$240.01+/day		
<b>Total</b>	<i>Auto-calculated</i>	<i>Auto-calculated</i>

<b>Home Child Care Visitors – Registered Early Childhood Educators</b>		
<b>Wage Range</b>	<b># of Full-time Visitors – RECE</b>	<b># of Part-time Visitors - RECE</b>
\$14.00 - \$15.00		
\$15.01 - \$20.00		
\$20.01 - \$27.07		
\$27.08 - \$30.00		
\$30.01 - \$35.00		
\$35.01 - \$40.00		
\$40.01+		
<b>Total</b>	<i>Auto-calculated</i>	<i>Auto-calculated</i>

<b>Home Child Care Visitors – Director Approved (Non-RECE)</b>		
<b>Wage Range</b>	<b># of Full-time Visitors – Director Approved</b>	<b># of Part-time Visitors – Director Approved</b>
\$14.00 - \$15.00		
\$15.01 - \$20.00		
\$20.01 - \$27.07		
\$27.08 - \$30.00		
\$30.01 - \$35.00		
\$35.01 - \$40.00		
\$40.01+		
<b>Total</b>	<i>Auto-calculated</i>	<i>Auto-calculated</i>

<b>Home Child Care Supervisors</b>		
<b>Wage Range</b>	<b># of Full-time Supervisors</b>	<b># of Part-time Supervisors</b>
\$14.00 - \$15.00		
\$15.01 - \$20.00		
\$20.01 - \$27.07		
\$27.08 - \$30.00		
\$30.01 - \$35.00		
\$35.01 - \$40.00		
\$40.01+		
<b>Total</b>	<i>Auto-calculated</i>	<i>Auto-calculated</i>



<b>Agency Staff (e.g. administrative, clerical)</b>		
<b>Wage Range</b>	<b># of Full-time Agency Staff</b>	<b># of Part-time Agency Staff</b>
\$14.00 - \$15.00		
\$15.01 - \$20.00		
\$20.01 - \$27.07		
\$27.08 - \$30.00		
\$30.01 - \$35.00		
\$35.01 - \$40.00		
\$40.01+		
<b>Total</b>	<i>Auto-calculated</i>	<i>Auto-calculated</i>

## G. Qualifications

### GENERAL INSTRUCTIONS

- If Director Approved staff were entered under Staff Numbers and Wages, please also complete the number of Home Child Care Visitors - Director Approved table.
- In question G2, count each director-approved (non-RECE) staff member only once by selecting one qualification even if they have multiple listed qualifications.

### SURVEY QUESTION

#### G1. Qualifications

Please enter the number of active home child care providers that are members in good standing with the College of Early Childhood Educators as of March 31, 2018.

#### G2. Home Child Care Visitors – Director Approved (Non-RECE)

Please indicate the number of director approved (non-RECE) home child care visitors with the following qualifications as of March 31, 2018:

<b>Type of Qualification</b>	<b>Number of Director Approved Program Staff</b>
Member in good standing with the Ontario College of Teachers	
Member in good standing with the Ontario College of Social Workers and Social Service Workers	
Diploma or degree in child and youth care	
Other	
<b>Total</b>	<i>Auto-calculated</i>

## Submit

- Please attest that the information in the survey is complete and accurate as of March 31, 2018 and then submit.

<b>Declaration</b>
I declare that all information provided in connection with this survey is true, accurate and complete as of March 31, 2018. <input type="checkbox"/> <b>I agree</b>

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## Appendix 1: Terms and Acronyms

### Active Home

An **active** home child care provider has a contract/agreement with the agency and may or may not have children enrolled currently. An **inactive** home child care provider temporarily does not have a current contract/agreement with the agency and is not accepting children.

### CCEYA

*Child Care and Early Years Act, 2014*

### CCLS

Child Care Licensing System. The Child Care Licensing System (CCLS) is the name of the system used by the Ministry of Education for child care licensing in Ontario.

### CMSM/DSSAB

Consolidated Municipal Service Managers (CMSM) and District Social Services Administration Boards (DSSAB) are municipal/regional service system managers designated under the *Child Care and Early Years Act, 2014* to manage child care services across the province.

### Home Visitor

A home visitor is an employee of a Home Child Care Agency. Each home visitor provides support and supervision to the home child care locations that they oversee.

A home child care visitor shall be a person who is a member in good standing of the College of Early Childhood Educators, has at least two years' experience working with children under 13 years old and is approved by a director; or is in the opinion of a director capable of providing support and supervision at a home child care premise.

### Licensee

An individual, corporation, or First Nation who holds a licence issued under the *Child Care and Early Years Act, 2014*. A licensee can renew licences, report serious occurrences, request staff Director Approval, request licence revisions, apply for a new licence, and more.

### Ministry

Ministry of Education

### Non-Program Staff

Staff employed by the child care operator to perform duties that are not directly related to the delivery of a child care program. This may include cooks, bus drivers, housekeeping, janitorial and clerical staff.

### **Program Advisor**

An employee of the Ministry of Education who is authorized under the CCEYA to inspect licensed child care programs. Program advisors support licensees and applicants to achieve and maintain compliance with licensing requirements and respond to complaints and serious occurrences reported about and by child care programs.

### **Purchase of Service Agreement**

A purchase of service agreement is an agreement that a licensee has entered into with a CMSM or DSSAB through which the licensee receives funding for fee subsidies and/or wages and/or operating expenses.

### **Qualified Staff**

An individual who meets the required qualifications under the CCEYA.

For any licensed age group: An employee who is a member in good standing of the College of Early Childhood Educators or otherwise approved by a director.

For a licensed junior school age group or a licensed primary/junior school age group: In addition being a member in good standing with the College of Early Childhood Educators or otherwise approved by a director, an employee who has a diploma or degree in child and youth care or recreation and leisure services or a member in good standing with the Ontario College of Teachers.

### **RECE**

An Early Childhood Educator who is registered with the College of Early Childhood Educators.

### **Schedule**

Age groupings are categorized into schedules. For more information see the CCEYA. Also see the “Age Groupings, Ratios, Group Size and Staff Qualifications” fact sheet found on the Early Years Portal:

<http://www.earlyyears.edu.gov.on.ca/EYPortal/en/ChildCareLicensing/ChildCareLicensingResources/index.htm>

### **Senior Administrators**

Senior employees – other than supervisory staff – who oversee/manage a licensed child care operation. May include (but not limited to) an executive director or someone in charge of human resources, finances, communication, and/or policies for the organization.

### **Staff Director Approval**

Under the CCEYA, certain staff positions in licensed child care centres and home child care agencies require approval by the Ministry of Education.

The following are the types of Director Approval:

**Director Approval – Supervisor:** A supervisor shall be a person who,

- Is a member in good standing of the College of Early Childhood Educators, has at least two years of experience providing licensed child care and is approved by a director; or
- In the opinion of a director, is capable of planning and directing the program of a child care centre, being in charge of children and overseeing staff.

Licensees must apply for director approval of either a registered early childhood educator (RECE) or otherwise approved supervisor through CCLS.

**Director Approval – Program Staff:** For each group of children, the licensee has employed at least one program staff who,

- Is listed on the College of Early Childhood Educators' Public Register as a member in good standing ("current member"); or
- Has been otherwise approved by a Director.

**Director Approval – Home Visitor:** A home child care visitor shall be a person who,

- Is a member in good standing of the College of Early Childhood Educators, has at least two years of experience working with children under 13 years of age and is approved by a director, or
- In the opinion of the director, is capable of providing support and supervision at a home child care premises.

Licensees must apply for director approval of either registered early childhood educator (RECE) or otherwise approved home visitor through CCLS.

### **Supervisor (Site Designate)**

A Supervisor (or Site Designate) is able to report serious occurrences, as well as manage staffing information for the licensed Child Care Centre.

### **Unqualified**

An individual who does not have the qualifications that are required under the CCEYA