MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT

Child Care Fee Reduction Initiative (CCFRI)

Funding Guidelines 2021/22

RELEASED JANUARY 2021
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1. Introduction

The Child Care Fee Reduction Initiative (CCFRI) within the Child Care Operating Funding (CCOF) Program provides funding to make child care more affordable for families across the province. Funding is available to eligible, licensed child care organizations to reduce monthly child care fees.

Eligible child care organizations must apply to the Ministry of Children and Family Development (Ministry) to receive CCFRI funding. These guidelines explain how CCFRI applications will be assessed for the April 1, 2021-March 31, 2022 Funding Agreement Term.

As the purpose of the CCFRI is to make child care more affordable for BC families, the policies outlined in these guidelines are intended to ensure that the greatest possible benefit is passed along to parents in the form of reduced monthly parent fees.

The CCFRI is an important part of the Childcare BC plan. Eligible organizations must participate in the CCFRI to receive funding through other Childcare BC initiatives, including the Childcare BC New Spaces Fund, Maintenance Fund, Start-Up Grants, and Early Childhood Educator Wage Enhancement (ECE-WE).

CCFRI funding is available to eligible licensed Group and Family child care facilities for children in the “Under 36 Months” and in the “3 Years to Kindergarten” categories, referred to as CCFRI Eligible Care Categories. Enrolled organizations receive Parent Fee Reduction Payments, which are passed on to parents in the form of reduced monthly parent fees, for up to the following amounts for full-time care (pro-rated amounts apply for part-time care):

- $350/month for Group infant/toddler care (Under 36 Months)
- $200/month for Family infant/toddler care (Under 36 Months)
- $100/month for Group care for children aged 3 Years to Kindergarten
- $60/month for Family care for children aged 3 Years to Kindergarten

2. What’s New for 2021/22?

The Ministry has made the following important change for 2021/22:

- CCFRI applications by New, New-to-CCFRI and Modified Facilities will be assessed based on whether the facility’s initial fees (e.g. the facility’s proposed fees at the time the facility applies to participate in the CCFRI) for each CCFRI Eligible Care Category are comparable to others in their region

3. Eligibility Criteria

To be eligible for the CCFRI, a facility must:

- Belong to an organization that has an approved 2021/22 Funding Agreement in place
- Provide child care to children in at least one of the CCFRI Eligible Care Categories
4. Application Criteria

For a facility to be considered for approval in the CCFRI, a provider must:

- Submit a Parent Fee Schedule that includes the fees charged for children enrolled in the CCFRI Eligible Care Categories, including any planned fee increases. This Parent Fee Schedule must align with the parent fee assessment policies in these guidelines, as determined by the Ministry.
- Submit a 2021/22 closure schedule that the Ministry determines is acceptable under the CCFRI Closure Policy (see page 14).

If the Ministry approves a facility for the CCFRI, written notice of this approval, or of temporary approval (if applicable), will be provided. Please note the Ministry may, at its discretion, revise policies relating to approval of parent fees at any time.

5. Parent Fee Assessment

A. CCFRI Applications by Established Facilities

This section applies to Established Facilities, which include facilities with a licence that was created or modified prior to April 1, 2021. For details on the assessment of New, New-to-CCFRI and Modified Facilities, please see section 5B on page 9.

- For Established Facilities that were enrolled in the CCFRI in the previous funding term (2020/21), the Ministry will assess the facility’s proposed Parent Fee Schedules for the 2021/22 funding term (April 2021 through March 2022).

The Ministry’s review and assessment of an Established Facility’s application depends on which of the following four scenarios best applies to the facility’s Parent Fee Schedule for 2021/22:

a. No Parent Fee Increase(s) is requested

b. A Parent Fee Increase(s) requested that is Nominal and/or aligns with parent fees in the region

c. A Parent Fee Increase(s) which aligns with the facility’s historical fee pattern is requested

d. An exceptional Parent Fee Increase(s) is requested
Scenario A: No Parent Fee Increase(s) Requested for Funding Agreement Term

The facility does not plan to increase parent fees over the new Funding Agreement Term and any increase to parent fees during the previous Funding Agreement Term has been approved by the Ministry*

The Ministry will approve the facility to enroll in the CCFRI (subject to other eligibility and approval criteria being met)

*For clarity, if the facility:

- Was approved for the CCFRI in 2020/21 and maintained the Parent Fee Schedule that was approved by the Ministry, Scenario A applies if the facility does not plan to increase fees from April 2021 through March 2022 (inclusive)
- Was approved for the CCFRI in 2020/21 but then implemented a fee increase that was not approved by the Ministry, Scenario A does not apply

Fast Stat:
In 2020/21, approximately 60% of eligible facilities who applied were approved to enroll in the CCFRI with no Parent Fee Increase
Scenario B: Requested Parent Fee Increases are Nominal and/or align with Parent Fees in the Region

A **nominal fee increase** is one determined by the Ministry to be of a relatively minor amount.

A **regionally aligned increase** is where the facility's fee at the time of their application is below the median fee for the facility's Service Delivery Area AND the proposed increase amount aligns with the provincial range of standard annual increases.

The Ministry will review the requested parent fee increase(s) to determine if:
- The parent fee increase(s) is a nominal amount (for all CCFRI Eligible Care Categories); or
- The facility's parent fee at the time of application is below the median fee for the facility's Service Delivery Area AND the requested fee increase(s) amount aligns with the provincial range of standard annual increases.

The facility will be approved to enroll in the CCFRI (subject to other eligibility and approval criteria being met).
Scenario C: Requested Parent Fee Increases Align with the Facility’s Historical Parent Fee Increase(s) Pattern

- A historical parent fee increase is one that is similar to an established pattern of previous parent fee increases implemented by the facility in the past, in both:
  - Timing (e.g. every 6 months, every 1 year, or every 2 years)
  - Amount

- The Ministry will review the requested parent fee increase(s) to determine if it aligns with the facility’s historical parent fee increase pattern
- Further information may be requested from the facility to assess whether the proposed fee increase(s) meet the definition of historical

- The facility will be approved to enroll in the CCFRI (subject to other eligibility and approval criteria being met).

To reduce the compounded effects of fee increases over time, a fee increase will only be considered historical if it aligns with an established fee increase pattern in terms of timing (e.g. every 6 months, every year, or every 2 years) and dollar amount (e.g. an increase of $35 each year).

Please note: A parent fee increase previously approved under the Fee Increase Exceptions Policy will not normally be considered as part of a facility’s historical parent fee pattern. For exceptions, see the Fee Increase Exceptions Policy section (see page 11).
Scenario D: Established Facilities requesting Parent Fee Increases that are not Nominal, do not align with Parent Fees in the Region, or are not in line with the Facility’s Historical Parent Fee Increase(s) Pattern

An Exceptional Fee Increase Requested

An exceptional parent fee increase is one that is not nominal, not in line with other fees in the region, or not historical (for any CCFRI Eligible Care Categories)

Review & Further Information

The parent fee increase(s) will be reviewed, and further information and/or documentation will be requested from the facility

Assessment

The Ministry will assess the facility’s circumstances to determine whether the reason for the facility’s exceptional parent fee increase is acceptable according to the Parent Fee Increase Exceptions Policy

Approval or Alternate Fee Schedule

Result 1: The facility will be approved for the CCFRI, subject to other eligibility and approval criteria being met, and the process ends here

Result 2: The Ministry will contact the facility to discuss an alternate Parent Fee Schedule and the facility will continue to the next step of the process

Facility Accepts, Declines, or Provides Additional Information

Option 1: The facility accepts the alternate Parent Fee Schedule. The facility’s application for the CCFRI will be approved, subject to other eligibility and approval criteria being met

Option 2: The facility declines the alternate Parent Fee Schedule. The facility’s application for the CCFRI will not be approved

Option 3: The facility provides additional information for consideration. The facility’s circumstances will be re-assessed, and the facility will be contacted to be advised of the outcome
B. CCFRI Applications by New, New-to-CCFRI or Modified Facilities

This section applies to the following types of facilities applying to enroll in the CCFRI.

- **New Facilities** – a facility with a licence start date on or after April 1, 2021
- **New-to-CCFRI Facilities** – a facility with a licence that was created or modified prior to April 1, 2021, and that was not approved or did not participate in the 2020/21 CCFRI funding term
- **Modified Facilities** –
  - Location change - a facility that was enrolled in CCFRI in 2020/21 that moves or re-locates to a new physical location with a new licence start date on or after April 1, 2021, or
  - Licensee change - a facility that was enrolled in CCFRI in 2020/21 where the organization or individual identified as the licensee changes to a new legal entity or individual on or after April 1, 2021.

The Ministry’s review and assessment of applications by a New, New-to-CCFRI or Modified Facility depends on which of the following four scenarios best applies.¹

Note: New Facilities that received provincial funding to create new licensed spaces, (i.e. New Spaces Fund, UBCM Community Child Care Space Creation Program, Start Up Grants, Rapid Renovation Funding, etc.) prior to April 1, 2021 (or submitted an application prior to April 1, 2021 that was subsequently approved) are exempt from this policy as are Established Facilities who add a new CCFRI-eligible care category at the Established Facility’s physical address.

**Scenario E: A provider applies to enroll a new facility in the CCFRI**

For a New Facility with a licence start date on or after April 1, 2021, the Ministry will assess whether the facility’s 2021/22 fees, inclusive of any planned fee increases, for each CCFRI Eligible Care Category are at or below the regional 70th percentile fee.

**Scenario F: A provider applies to enroll a New-to-CCFRI Facility in the CCFRI**

For a New-to-CCFRI Facility with a licence that was created and/or modified prior to April 1, 2021 and that was not enrolled in the CCFRI for 2020/21, the Ministry will assess any fee increases between April 2020, and the month the provider applies to enroll in the CCFRI. Additionally, the Ministry will assess whether the facility’s 2021/22 fees, inclusive of any planned fee increases, for each CCFRI Eligible Care Category remain at or below the regional 70th percentile fee.

¹ The Ministry may consider and approve exceptions to this policy on a case-by-case basis, at its sole discretion.
Scenario G: A provider moves a facility that was enrolled in CCFRI in 2020/21 to a new location or the licensee changes and applies to enroll in the CCFRI for that facility (Modified Facility)

For a Modified Facility, the Ministry will consider the higher of the following:

- The facility’s fees for each CCFRI Eligible Care Category are equal to or less than fees charged immediately prior to the licence change
- The facility’s fees for each CCFRI Eligible Care Category are at or below the regional 70th percentile fee

Scenario H: A provider applies to enroll in the CCFRI for a New Facility participating in a Young Parent Program

For a New Facility participating in a Young Parent Program with a licence start date on or after April 1, 2021, the Ministry will assess whether the facility’s initial fees for any non-Young Parent Program spaces in each CCFRI Eligible Care Category are at or below the regional 70th percentile fee; however, Young Parent Program space fees are exempt from this requirement.\(^2\)

Fees at or Below the Regional 70th Percentile:

A map of the regions (Service Delivery Areas) can be found on the [Ministry website](#).

Table 1. 70th Percentile Parent Fees (Pre-CCFRI Reduction Amounts) for Group Facilities

<table>
<thead>
<tr>
<th>Region (Service Delivery Area)</th>
<th>Infant</th>
<th>Toddler</th>
<th>3 Years to Kindergarten</th>
<th>Kindergarten Out of School Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 Kootenays</td>
<td>$1,182</td>
<td>$1,150</td>
<td>$1,000</td>
<td>$525</td>
</tr>
<tr>
<td>12 Okanagan</td>
<td>$1,310</td>
<td>$1,248</td>
<td>$983</td>
<td>$520</td>
</tr>
<tr>
<td>13 Thompson Cariboo Shuswap</td>
<td>$1,225</td>
<td>$1,122</td>
<td>$900</td>
<td>$520</td>
</tr>
<tr>
<td>21 East Fraser</td>
<td>$1,190</td>
<td>$1,145</td>
<td>$850</td>
<td>$530</td>
</tr>
<tr>
<td>22 North Fraser</td>
<td>$1,450</td>
<td>$1,381</td>
<td>$1,000</td>
<td>$550</td>
</tr>
<tr>
<td>23 South Fraser</td>
<td>$1,400</td>
<td>$1,350</td>
<td>$1,006</td>
<td>$570</td>
</tr>
<tr>
<td>24 Vancouver/Richmond</td>
<td>$1,800</td>
<td>$1,526</td>
<td>$1,198</td>
<td>$480</td>
</tr>
<tr>
<td>25 Coast/North Shore</td>
<td>$1,795</td>
<td>$1,575</td>
<td>$1,300</td>
<td>$693</td>
</tr>
<tr>
<td>31 South Vancouver Island</td>
<td>$1,400</td>
<td>$1,318</td>
<td>$1,000</td>
<td>$463</td>
</tr>
<tr>
<td>32 North Vancouver Island</td>
<td>$1,200</td>
<td>$1,101</td>
<td>$900</td>
<td>$468</td>
</tr>
<tr>
<td>41/42/43 Northern</td>
<td>$1,172</td>
<td>$1,147</td>
<td>$950</td>
<td>$520</td>
</tr>
<tr>
<td>British Columbia</td>
<td>$1,450</td>
<td>$1,374</td>
<td>$1,050</td>
<td>$547</td>
</tr>
</tbody>
</table>

\(^2\) Young Parent Program spaces are exempt from this policy, as fees above the 70th percentile may need to be charged for these spaces due to the additional services provided to young parents and their children. Further, enhanced funding through the Affordable Child Care Benefit is available to families accessing these spaces.
### Table 2. 70th Percentile Parent Fees (Pre-CCFRI Reduction Amounts) for Family Facilities

<table>
<thead>
<tr>
<th>Region (Service Delivery Area)</th>
<th>Infant</th>
<th>Toddler</th>
<th>3 Years to Kindergarten</th>
<th>Kindergarten Out of School Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 Kootenays</td>
<td>$1,145</td>
<td>$1,113</td>
<td>$1,050</td>
<td>$564</td>
</tr>
<tr>
<td>12 Okanagan</td>
<td>$1,035</td>
<td>$1,008</td>
<td>$891</td>
<td>$520</td>
</tr>
<tr>
<td>13 Thompson Cariboo Shuswap</td>
<td>$950</td>
<td>$945</td>
<td>$900</td>
<td>$550</td>
</tr>
<tr>
<td>21 East Fraser</td>
<td>$945</td>
<td>$945</td>
<td>$876</td>
<td>$713</td>
</tr>
<tr>
<td>22 North Fraser</td>
<td>$1,160</td>
<td>$1,110</td>
<td>$987</td>
<td>$575</td>
</tr>
<tr>
<td>23 South Fraser</td>
<td>$1,050</td>
<td>$1,006</td>
<td>$923</td>
<td>$550</td>
</tr>
<tr>
<td>24 Vancouver/Richmond</td>
<td>$1,500</td>
<td>$1,496</td>
<td>$1,400</td>
<td>$725</td>
</tr>
<tr>
<td>25 Coast/North Shore</td>
<td>$1,400</td>
<td>$1,400</td>
<td>$1,282</td>
<td>$860</td>
</tr>
<tr>
<td>31 South Vancouver Island</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$950</td>
<td>$500</td>
</tr>
<tr>
<td>32 North Vancouver Island</td>
<td>$1,006</td>
<td>$990</td>
<td>$945</td>
<td>$642</td>
</tr>
<tr>
<td>41/42/43 Northern</td>
<td>$945</td>
<td>$945</td>
<td>$900</td>
<td>$528</td>
</tr>
<tr>
<td>British Columbia</td>
<td>$1,100</td>
<td>$1,100</td>
<td>$1,000</td>
<td>$600</td>
</tr>
</tbody>
</table>

### 6. Parent Fee Increase Exceptions Policy

Approval of an exceptional fee increase will be determined based on the facility’s ability to demonstrate, to the Ministry’s satisfaction, that it has exhausted all other relevant Ministry child care funding programs prior to increasing parent fees, and that at least one of the parent fee increase exceptions described in this section applies.

Please note: any parent fee increase(s) associated with an expense covered under the Parent Fee Increase Exceptions Policy must be proportional to that expense. In addition, the expense must be amortized over a minimum of 12 months. For larger expenses, amortization over a longer period may be required, as determined by the Ministry on a case-by-case basis.

Facilities wishing to be considered under this policy will be required to present evidence that such unexpected expenses are genuine and significant.

The following circumstances will not be considered an adequate justification for parent fee increases under this policy:

- Nominal or reasonable rent/lease increases accounted for by an established pattern of routine fee increases
- Any cost increases arising from an individual not at arm’s length from the facility or organization (e.g. a family member raises the rent beyond a reasonable amount)
- Expenses which are considered/would have been considered eligible expenses under the Health and Safety Grant (HSG) if the facility received, or would have been eligible to receive the HSG had they applied
- Repairs that may be covered through the [Childcare BC Maintenance Fund](#) and/or other Ministry funding source(s)
• Expansion in the number/type of licensed spaces that may be covered through the Childcare BC New Spaces Fund and/or other Ministry funding source(s), (e.g. Rapid Renovation Funding)

Any parent fee increase requested for the same/similar reason as a previously approved parent fee increase must be proportional to any additional expense that has been incurred since.

Note that any parent fee increases previously approved under the Parent Fee Increase Exceptions Policy will not be considered as part of a facility’s historical fee pattern except for cases in which the Ministry determines that:

• The facility has not established a historical parent fee pattern (e.g. facilities that have not implemented a parent fee increase in the past five years) and the expense associated with the parent fee increase is deemed to be recurring; or

• The previous exceptional increase aligns with the facility’s historical fee pattern.

Fast Stat:

In 2020/21, less than 15% of approved facilities applied for an Exceptional Fee Increase
Parent Fee Increase Exceptions Policy

1. Exceptional Circumstances
The facility is incurring genuine and significant exceptional expenses, including those resulting from, but not limited to:

- Sudden or unexpected significantly expensive maintenance, repairs, or replacement of equipment due to damage or health and safety concerns;
- A sudden or unexpected rent/lease or mortgage increase imposed by an arm’s length landlord or lender;
- A sudden or unexpected increase in operational expenses;
- A sudden or unexpected loss of revenue routinely received from a source other than parent fees or Ministry funding;
- A sudden or unexpected financial pressure outside of the facility’s control that is impacting the facility’s ability to remain operational in the 12 months following the date of application

Expenses may be considered sudden and unexpected when they are outside of the organization’s control and/or fall outside of the scope of regular increases to the cost of business that are covered by routine parent fee increases. These expenses must occur no more than six months before or after the effective date of a recent or proposed parent fee increase.

2. Direct Care Staff Wages
The facility is implementing a parent fee increase(s) due to an increase(s) in:

- Wages for Direct Care Staff that spend 50% or more of their working time providing direct care to enrolled children, including Early Childhood Educators and Early Childhood Educator Assistants; or
- Any additional expense resulting from an increase in Direct Care Staff wages (e.g. Employer Health Tax, statutory benefits, etc.);

And the Direct Care Staff wage increase(s) is necessary as:

- The facility’s current wage(s) has resulted in loss of Direct Care Staff to other licensed child care facilities or an inability to hire sufficient Direct Care Staff; and
- This is creating immediate health and safety concerns for the facility under the requirements of the Child Care Licensing Regulation (CCLR).

The Ministry may request documentation or other proof to substantiate the health and safety impact, including but not limited to: expiring and non-renewable staffing exemptions granted by the local Health Authority due to an inability to recruit qualified staff, unfilled licensed spaces and/or unplanned closures due to inability to maintain licensing ratios, multiple unfilled/unsuccessful staff position postings, etc.

Applications under this exception policy will be assessed based on the strength of the facility’s business case for increasing parent fees due to wages, as evidenced by the quality of the documentation provided. The amount of the proposed wage increase may also be considered.

PLEASE NOTE: If a proposed parent fee increase is due to a wage increase for Direct Care ECEs eligible for ECE-WE, the facility will be required to apply for the ECE-WE prior to approval for any additional proposed parent fee increase under the CCFRI.
3. Priority Service Expansion
The facility is implementing parent fee increases proportionate to a service expansion that meets a priority area of:

- Providing care during expanded, extended, and/or non-traditional hours\(^3\), provided the service is available to all enrolled children; or
- Increased connection to Indigenous community, culture, or language in an Indigenous facility or organization. An Indigenous facility is governed by at least 51% of Indigenous peoples (e.g. a Band, a Friendship Centre, a Métis organization, etc.). An Indigenous organization is an organization with at least 51% ownership or management by Indigenous people. The service expansion must be available to all enrolled children. Parent fee increases may be in relation to expenses associated with, but not limited to:
  - Participation of an Elder, culture/language teacher, and/or family members in the child care program (e.g. transportation, honorariums, food);
  - Participation of children in community, language, and/or cultural events or activities (e.g. transportation, admission); or
  - Language or culture resources for use in the child care program.

4. Affordable Child Care for Underserved Populations
The facility meets all of the following criteria:

- Has historically provided care to underserved populations—including Indigenous or low-income populations—at significantly below the regional median range of fees for their area or at no fee;
- Can demonstrate parent fee increases will contribute to the operational sustainability of the organization; and
- Can demonstrate parent fee increases will not substantively increase the actual cost of care for parents/families.

7. Closure Policy
Closure periods are any days in which a facility is not open and providing licensed child care, but do not include the following provincial statutory holidays: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, BC Day, Labour Day, Thanksgiving Day, Remembrance Day, and Christmas Day.

To be eligible for the CCFRI, facilities must not charge parents full monthly parent fees for spaces enrolled in the CCFRI for closures over and above two consecutive weeks per month, up to a maximum of four weeks per Funding Agreement Term (the Maximum Closure Period), unless approved in advance in writing by the Ministry.

The Ministry may approve additional closures, at its discretion, if the organization demonstrates a satisfactory business case to the Ministry. In this case, the Ministry will assess whether:

- The closure aligns with a documented history of past closures or is due to circumstances outside of the organization’s control; and
- There are genuine and significant operational expenses related to providing licensed child care for which the organization is responsible during the closure period. The organization

\(^3\) In cases in which an organization offers Extended Hours (defined as after 7 pm and before 6 am and/or overnight), the organization would be required to obtain the necessary approvals from their Health Authority and to complete a Change Notification Form in order to modify the facility’s service details as outlined in Schedule A of their Child Care Operating Funding (CCOF) Funding Agreement. If a facility offers expanded hours that do not fall in the above defined range of Extended Hours, a modification to the CCOF Funding Agreement will not be necessary.
must demonstrate to the Ministry’s satisfaction that the collection of parent fees for the closure period is required to maintain the operational viability of the facility.

8. Requests to Raise Parent Fees During the Funding Agreement Term

If an Established Facility is approved to enroll in the CCFRI and subsequently submits a new request to raise parent fees during the Funding Agreement Term, the Ministry will assess whether the requested parent fee increase may be approved under the policies outlined in these Funding Guidelines. Providers who were approved to enroll in the CCFRI for 2021/22 for a New, New-To-CCFRI or Modified Facility will have any mid-term increases assessed only in accordance with the Fee Increase Exceptions policies. For clarity, the Ministry will not consider whether any such requests are nominal, historic or aligned with the regional median range of fees. The Ministry will consider such requests for mid-term fee increases on a case-by-case basis, taking into consideration the unique circumstances of the facility or organization and the amount of the proposed parent fee increase.

9. Program Contacts

For information about the CCFRI, CCOF base funding, and the ECE-WE, please call the CCOF program Monday to Friday 8:30 am to 4:30 pm at 1-888-338-6622 (option 2) or visit the webpage: www.gov.bc.ca/childcareoperatingfunding.
Appendix A: Definitions

For purposes of this document:

**Base Payments** or **CCOF Base Payments**: The CCOF payments the Ministry provides to the facility as described in sections 3 and Schedule B (CCOF Base Payments) of the 2021/22 CCOF Funding Agreement based on the child care services the organization provides.

**CCFRI Eligible Care Category**: Means one or both of the Under 36 Months care category and the 3 Years to Kindergarten care category.

**Child Care Operating Funding** (**CCOF**): Funding provided by the Ministry to eligible licensed child care organizations on a per-facility basis to assist with the day-to-day costs of running a licensed child care facility.

**Direct Care Staff**: Staff employed at the facility on either a full-time, part-time, or casual basis, providing direct care to children at a facility for 50% or more of their working time and includes, without limitation, Early Childhood Educators and Early Childhood Educator Assistants.

**Early Childhood Educator Wage Enhancement** (**ECE-WE**): A wage enhancement for front-line ECEs working in eligible child care facilities of $2.00 per hour worked plus funding to offset statutory benefits, up to a maximum of 195 hours/month.

**Enrolled** or **Enrolment**: The registration of children full-time or part-time in any given month, for a specific category of child care services and on specific days at the facility within the maximum capacity permitted under the Licence.

**Established Facility**: A Facility with a licence that was created and/or modified prior to April 1, 2021 and that participated in the CCFRI in 20/21 Funding Agreement Term. Facilities that did not receive a full CCFRI approval (i.e. temporarily approved) or whose CCOF Funding Agreement was terminated during the 20/21 Funding Agreement Term will not be considered an Established Facility.

**Extended Hours**: Additional hours of operation a facility is open and providing child care before 6:00 a.m., after 7:00 p.m., and/or overnight.

**Facility** or **Licensed Child Care Facility**: The physical location of child care services operated by the organization or individual for which a valid child care facility licence has been issued under the Community Care and Assisted Living Act.

**Funding Agreement** or **CCOF Funding Agreement**: The agreement under which the following payments are made to a Ministry-approved facility:
• CCOF Base Payments;
• If approved and enrolled, the CCFRI payments; and
• If approved and enrolled, the ECE Wage Enhancement payments.

**Funding Agreement Term:** The period covered by the CCOF Funding Agreement, which aligns with the Ministry’s fiscal year running from April 1 of one year until March 31 of the subsequent year or begins on the first of the month in which approval was granted until March 31.

**Licence or Licensed:** As defined under the *Community Care and Assisted Living Act*, means a medical health officer has issued to an applicant a licence to operate a community care facility and has specified in the licence the type(s) of care that may be provided.

**Maximum Closure Period:** A closure period of two consecutive weeks per month, to a maximum of four weeks per CCOF Funding Agreement Term.

**Modified Facility:**
- a) A facility that was enrolled in CCFRI in 2020/21 that moves/re-locates to a new physical location with a new licence start date on or after April 1, 2021; or
- b) A facility that was enrolled in CCFRI in 2020/21 where the organization or individual identified as the licensee changes to a new organization or individual on or after April 1, 2021.

**New Facility:** A facility with a licence start date on or after April 1, 2021.

**New-to-CCFRI Facility:** A facility with a licence that was created and/or modified prior to April 1, 2021 and did not participate/was not approved in the CCFRI for the 20/21 Funding Agreement Term.

**Ministry:** The Ministry of Children and Family Development

**Nominal Parent Fee Increase:** A fee increase, or multiple fee increases over the Funding Agreement Term, for an Enrolled space that is deemed as minor and is approved during CCFRI assessment at the Ministry’s sole discretion.

**Optional Fees:** Any fees that a facility charges or seeks to charge a Parent for optional services rendered, including any fee for meals and for pick-up and drop-off services. For clarity, if a Parent does not opt to receive such optional services, no such optional fee shall be charged to that Parent and the Parent’s child will receive the usual continuous care at your Facility for which the Parent Fee applies.

**Parent:** A parent or a person standing in the place of a parent with respect to a child Enrolled in a licensed child care facility.
**Parent Fee(s):** The fee the facility charges a Parent or other party for the Parent’s child to occupy a child care space at the facility, exclusive of Optional Fees.

**Parent Fee Increase:** Any increase to the Parent Fee, that applies either to existing or to newly Enrolled children, including imposing a new Optional Fee for a service that was previously included in the Parent Fee, subject to the following additional stipulations in respect of this definition:

i. a reduction of hours of operation or services previously included in the Parent Fee, and the imposition of added fees for these same hours or services, will be considered a Parent Fee Increase, and

ii. imposing a new Optional Fee for a service that was not previously included in the Parent Fee (including an extension of your hours of operation) will not be considered a Parent Fee Increase;

**Parent Fee Reduction Payment:** A payment to facilities approved to enroll in the CCFRI on the condition that those facilities reduce monthly Parent Fees by the following amounts for full-time care (pro-rated amounts apply for part-time care):

- $350/month for Group infant/toddler care (Under 36 months);
- $200/month for Family infant/toddler care (Under 36 months);
- $100/month for Group care for children aged 3 years to Kindergarten; and
- $60/month for Family care for children aged 3 years to Kindergarten.

**Parent Fee Schedule(s):** The Parent Fees, including any increases, a facility charged or proposes charging over a Funding Agreement Term.

**Organization:** The funding recipient under an existing CCOF Funding Agreement with the Ministry.