



CONFIRMATION OF OPERATOR AND PROGRAMME INFORMATION

Please review the forms submitted for 2022 to ensure the information we have on file is accurate and up-to date:

- Signing Authorities Form
- Board of Director Listing
- 2021 FTE Calculation Memo (operating capacity and staffing should continue to be what you would operate at without reduced occupancy due to COVID-19)

If you did not keep copies of the above forms you submitted, please contact the Children's Early Years Clerk by email at childrearsearlyyearsclerk@wellington.ca.

In order for us to ensure the site(s) specific information we have on file is accurate, please follow the links below and review the details listed for your programme(s).

[Licensed-Child-Care-Programmes-County-of-Wellington.pdf](#)

[Licensed-Child-Care-Programmes-City-of-Guelph.pdf \(wellington.ca\)](#)

Operators that do not provide the Children's Early Years Division with annual Audited Financial Statements and, plan to submit a 2022 Per Diem increase request and/or one-time funding grant requests (Repairs and Maintenance; Play Based Materials and Equipment) must submit the Revenue and Expenditure Worksheet (link below).

If you have a Purchase of Service Agreement with the County and are considering an increase to your Per Diem rates in 2022, please email the childrearsearlyyearsclerk@wellington.ca to request a 2022 Per Diem Increase Request Form. We require projected rate increases for the following year to be reported early fall as we need to include potential increases in our budget. If we do not receive your projected rate increases for 2022, we will not be able to consider an increase for 2022 as this will not be included in our budget considerations. Please note we were flexible with this in 2021 due to COVID however, we will resume our Per Diem budget requirements for 2022.

If the information is up to date, please check "yes" and include the date it was reviewed. If you have indicated "no" for any of forms #2 - #4, please complete and submit the updated form. Forms can be located on our website: [County of Wellington - Children's Early Years Division](#)

Please send the completed form (next page) and any other required updates no later than September 30, 2021.

2022 CONFIRMATION OF OPERATOR AND PROGRAMME FORM

Form Number	Form	Information is up to date	Date reviewed
1.	FTE Calculation Memo	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2.	Programme Site(s) Information	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.	Signing Authorities	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4.	Board of Director Listing	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Your signature below indicates that information provided on all sections of the General Information Package are true and accurate to the best of your knowledge.

Operator Name:	
Name: (Please Print)	Title:
Signature:	Date: