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# CWELCC Vacancy Policy and Procedure

## Background and Purpose

To provide all Child Care Operators enrolled in the Canada-Wide Early Learning and Child Care (CWELCC) System with information about child care space vacancy monitoring, reporting and potential reconciliation requirements.

## Policy Statement

In accordance with the Ministry of Education Ontario Child Care and Early Years Funding Guidelines, the County of Wellington is required to review Child Care Operator's operating capacities, monitor vacancies, and consider the impact of short-term and long-term vacancies.

In addition, and in accordance with the County of Wellington Child Care and Early Years Service Plan, the County will also monitor short and long-term vacancies based on license capacity. This will be completed to ensure affordable high demand spaces are available and accessible to families.

The County will review and monitor Child Care operations for long-term vacancies that continue to remain unfilled, monitor waiting lists and work with Child Care Operators on addressing vacancies in order to make the best use of allocated funding.

In order to support the Children's Early Years Division's (CEYD) ability to monitor waitlists, CWELCC enrolled programmes are required to maintain waitlists through the Wellington-Guelph Child Care Waitlist (OneHSN). This will require Operators to use OneHSN to manage waitlists including placement of children at their programmes. The Children's Early Years Division (CEYD) will use OneHSN to monitor waitlists.

## Vacancy Definitions

The different vacancy definitions will support Child Care Operators with determining vacancy rates and support reporting requirements to the County of Wellington.

Child Care Operators should use the following definitions when determining if a vacancy is considered Short-Term or Long-Term.

### Vacancy

A vacancy is an unoccupied space that a Child Care Operator could enroll a child/children into. This means there are enough staff in place to operate the space but there is no child currently enrolled in the space.

Vacancy monitoring based on operating capacity is for the purpose of determining CWELCC eligible costs and reconciliation.

## Licensed Capacity

The maximum number of children in each age category allowed to be receiving child care as set out in the Child Care programme license as approved by the Ministry of Education under the Child Care and Early Years Act.

Licensed compared to operating capacity and vacancy rate is reviewed to ensure spaces enrolled in CWELCC are available and accessible to families in the Wellington service delivery area.

## Operating Capacity

The number of child care spaces a programme is currently staffed for as per ratios defined in the Child Care and Early Years Act. Operating Capacity is not the same as enrollment. Operating Capacity cannot exceed licensed capacity.

- Example: A programme is licensed for 15 toddler children however; they currently have 2 full-time staff. The License Capacity is 15 and the Operating Capacity is 10 (ratio for toddlers is 1:5, therefore 2 full-time staff allow for a maximum of 10 toddlers).

## Short-Term Vacancy

Short-term vacancies are transitional in nature, such as a vacancy caused by a staggered start; contacting families on the waitlist; a child moving up from a younger age group; a child leaving the programme; or partial spaces (vacancies that have a child enrolled less than full-time).

## Long-Term Vacancy

Long-Term vacancies are defined as a full-time vacant space that remains unoccupied for more than 2 months.

This is calculated using the total number of spaces that are occupied and compared to operating capacity.

## Operator Reporting Requirements

### What will be reported:

Operators will report on the number of vacancies, operating capacity, waitlist totals and FTE staff by programme each month in OCCMS.

Vacancies will represent the total number of full-time equivalent (FTE) spaces by age group.

- For example: Operating Capacity for an infant age group is 10 children. A total of 7 infant age children attended for the month of January. 5 infants attended 5 days per week (full-time), 1 attended 2 days per week and 1 attended 3 days per week (part-time). The total vacancies to be reported would be 4 (the total number of spaces occupied would be 6 as 5 children attended full-time and 2 children occupied 1 FTE space by attending 2 days per week plus 3 days per week).

BASP serving CWELCC eligible age children (4-5 years) should report vacancy information related to the after-school programme only. If the programme only operates a CWELCC enrolled before-school programme and does not operate a CWELCC enrolled after-school programme, then vacancy information for the before-school programme should be reported.

Nursery School Programmes – In order to calculate the vacancies that should be reported by age group, Nursery School programmes should add up the total vacancies per session by age group and divide that total by the number of sessions. This should be completed using the number related to the last full week (Monday to Friday) each month.

- For example, a Nursery School programme operates preschool sessions 5 times per week. The total number of vacancies for all 5 sessions is 19. The number reported for preschool vacancies is 3.8 (19/5). The same would apply if the same programme operates toddler sessions 2 times per week with 7 vacancies, 7/2 would mean the total toddler vacancy is 3.5.

If the average does not calculate to a round number, please round up any value with a decimal of 0.5 or greater (ex. 3.6 is rounded to 4), and round down for any value with a decimal less than 0.5 (ex. 3.4 is rounded to 3).

Operating Capacity should align with operating capacity as reported in programme CWELCC Cost-Based Funding (CBF) Allocation Tool. If there are changes to operating capacity, Operators must notify their assigned Funding Analyst immediately.

Nursery School Programmes – If a Nursery School programme operates multiple sessions each day for a specific age group with different operating capacities, the programme should report the operating capacity that is most frequently operated.

- For example, if a programme operates 5 preschool sessions per week and the operating capacity of these sessions is 24 for one session and 16 for the remaining four sessions, then the operating capacity to be reported is 16.

Waitlist details will align with site waitlist information available through OneHSN. The County of Wellington Children's Early Years will conduct periodic audits to verify accuracy of reporting.

FTE Staff will represent the total number of full-time equivalent (FTE) staff for the respective reporting period.

For full-time programmes, consideration should be given to what is considered full-time for the week. If full-time is considered to be 40 hours per week and a staff work 35 hours per week, the full-time equivalent hours would be calculated by dividing 35/40 to equal .875. No staff should be greater than 1.0.

For part-time programmes such as kindergarten after school programmes and nursery school programmes, FTE staff should be calculated based on the total number of hours in operation for the week. For example, a nursery school programme that is operational 25

hours per week would use that as a base. If a staff works 15 hours per week, the staff full-time equivalent hours would be calculated by dividing 15/25 to equal 0.60.

For both full-time and part-time programmes, the FTE staff number reported should be the sum of all staff as calculated above.

### How will this be reported:

Operators will report required information in OCCMS. Below is a screenshot of the reporting in OCCMS. Operators can find this information by site on the Attendance page under Record of Attendance. Operators would then click on the respective month to be reported.

Age Group	Vacancies	Operating Capacity	Waitlist	FTE Staff
Infant	0	0	0	0.00
Toddler	0	0	0	0.00
Preschool	0	0	0	0.00

### When will this be reported:

Operators will complete the report for each CWELCC enrolled site each month. The report must be completed within 6 days following the last day of the month. The CEYD will review submitted reports and will contact Operators that are reporting vacancies (both short-term and long-term), and where there is a demonstrated need based on information supported through OneHSN.

If you require assistance with how to report this accurately in OCCMS, Operators should contact their assigned Children’s Early Years Funding Analyst.