



**Expression of Interest
Application Form**

CWELCC Licensed Child Care
Expansion 2024-2027



Please complete one (1) Expression of Interest (EOI) per community, for example one (1) EOI for proposed spaces in Smiths Falls and another EOI for proposed spaces in Carleton Place.

SECTION ONE: CHILD CARE OPERATOR INFORMATION

Child Care Operator/Agency:

Contact Name:

Position/Title:

Contact Number:

Contact Email:

Are you an existing licensed child care Operator, either in Lanark County, Town of Smiths Falls or elsewhere?

No If no, please contact the Children's Service Department to discuss your interest in opening a licensed child care program, prior to submission of EOI, by emailing cs@lanarkcounty.ca.

Yes If yes, where are you an existing Operator, list all locations (i.e. Leeds and Grenville, City of Ottawa, etc.)?

If yes, how many years have you been a licensed child care operator?

If yes, are you currently in receipt of CWELCC funding? Yes No

If no, please contact the Children's Services Department to receive a CWELCC application package.

Do you currently or have you in the past held a Service Agreement with a Consolidated Municipal Service Manager (CMSM)? Yes No

If yes, please list the CMSM.



Have you ever had a Service Agreement with a CMSM cancelled? Yes No

If yes, please provide the reason.

What is your Operator auspice? Not-for-Profit For-Profit

Type of agency (check all that apply)? Centre-Based Agency Home Child Care Agency

Have you/your agency ever opened a new child care program before or expanded an existing child care program? Yes No

If yes, please describe your experience with starting a new licensed child care program and/or expanding an existing licensed child care program.

SECTION TWO: COMMUNITY IDENTIFICATION

If you are proposing child care spaces as part of the CWELCC Directed Growth Strategy, please answer Question 1 below. If the proposed child care spaces/site(s) are not part of the CWELCC Directed Growth Strategy and will be located in a community not identified in question 1 below, please move on to question 2.

1. In which of the following Lanark County CWELCC Designated Communities are the proposed licensed child care spaces/site(s) to be located?

Select the CWELCC Designated Community:

- | | | |
|-----------------------------|--------------------------|----------------------------|
| 1. Smiths Falls | 2. Carleton Place | 3. Lanark Highlands |
| 4. Mississippi Mills | 5. Perth | 6. Beckwith |

2. If the proposed licensed child care spaces/site(s) are not located in one of the identified CWELCC Designated Communities listed above, in which community/communities will the child care space(s)/site(s) be located?



SECTION THREE: CHILD CARE SPACE INFORMATION

Please tell us about the centre-based or licensed home child care space(s)/site(s).

Will the proposed child care spaces/site(s) be located: (check all that apply)

In a new licensed child care room being added at an existing licensed child care centre program/site.

In an existing child care room located in a licensed child care centre program/site (i.e. adding more spaces).

In a new licensed child care program to be created in an existing non-child care community building that requires renovation.

In a new licensed child care program/centre to be created in an existing school.

In a new licensed child care program/centre to be created in a new school.

In a new community-based stand-alone licensed child care centre to be constructed on vacant land.

In a new licensed home provider home.

When do you anticipate the new space(s)/site(s) opening? (check all that apply)

2024 2025 2026 2027 and beyond

Please indicate the number of spaces proposed for the child care program site(s)

Note: If proposing spaces for more than one (1) child care site, complete one (1) section per site.

Age Group	Net New Licensed Child Spaces to be Proposed	Address of Program Site (if known)
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Site 1

Infant		
Toddler		
Preschool		
Kindergarten		
School Age		
Family Age Grouping		
Total Site Spaces		



Site 2 (if applicable)

Infant		
Toddler		
Preschool		
Kindergarten		
School Age		
Family Age Grouping		
Total Site Spaces		

Site 3 (if applicable)

Infant		
Toddler		
Preschool		
Kindergarten		
School Age		
Family Age Grouping		
Total Site Spaces		

Licensed child care spaces created in Lanark County between 2024-2027 are intended to increase child care access for identified priority populations. For more information regarding priority populations, see Key Terms and Definitions available on Page 10 of the Expression of Interest Information Booklet. As such, Lanark County may pilot a centralized priority waitlist for all new licensed child care spaces being created and funded by Lanark County to ensure access to child care for identified priority populations. By submitting this EOI you agree to participate in a centralized priority waitlist pilot if the County were to pursue this project.

New licensed child care spaces created in Lanark County are intended to increase child care access to priority populations, including families that require non-standard hours of child care (i.e. Part-time, 12-hour shifts, weekend shifts, etc.).

What hours will the proposed child care space(s)/site(s) operate, check all that apply? For more information regarding priority populations, see Key Terms and Definitions Page 10 of the Expression of Interest Information Booklet.

Operating Hours

13 hours/day (i.e. 6 am to 7 pm)

Overnight Hours

Weekend Hours

Uncertain

Other

Which days of the week would the proposed spaces/site(s) operate (check all that apply)?

- | | |
|------------|-----------|
| Sundays | Thursdays |
| Mondays | Fridays |
| Tuesdays | Saturdays |
| Wednesdays | Uncertain |

Will the proposed spaces/site(s) operate year-round (i.e. 12 months a year) (check all that apply)?

- Yes No Uncertain

If No, what months will the spaces/site operate (list all):

Will there be spaces allocated for part-time?

- Yes No

If yes, how many spaces will be allocated for part-time?

SECTION FOUR: FUNDING CATEGORIES

What funding would you require to support the proposed spaces/site(s)?

FUNDING TYPE (check all that apply)	DURATION OF FUNDING
Canada-Wide Early Learning and Child Care (CWELCC)	On-Going
CWELCC Start-Up Grant	One-Time
Capital Renovation (e.g. washroom, fencing, flooring, painting, etc.)	One-Time
General Operating (GO)	On-Going
Play Based Equipment and Material/Repairs and Maintenance	One-Time
Small Waterworks	On-Going
Wage Enhancement/Home Child Care Enhancement Grant (WEG/HCCEG)	On-Going
Other:	

For more information about funding available from Lanark County, please refer to the Child Care Funding and Services Guidelines: [Ontario Ministry of Education \(gov.on.ca\)](https://www.ontario.ca/gov).



What amount of funding will you/your agency be contributing towards the creation or the proposed space(s)/site(s)?

SECTION FIVE: ADDITIONAL INFORMATION

Please describe how the child care program/spaces and environment will be designed to be welcoming, culturally relevant and support the needs of all children including those with special needs, low income, etc.

Lanark County is committed to ensuring that all licensed child care spaces being created over the next four (4) years are focused on providing services to priority population families, families that work extended hours, families with vulnerable children and/or children from diverse populations. For more information regarding priority populations, see Key Terms and Definitions on Page 10 of the Expression of Interest Information Booklet.

Please describe how the proposed child care spaces will be accessible to, and inclusive of, priority populations? How will you ensure that the needs of priority populations are met (e.g. inclusion policy, planned professional development, resources to support accessibility, designing accessible spaces, etc.)?



How will you ensure the proposed child care spaces/site(s) will have the professional workforce capacity required for staffing? What are your recruitment and retention strategies?

Are there additional supports or services that Lanark County could provide to you to assist with the implementation of the new proposed child care spaces/site(s)? Please describe.

Is there additional information that you would like to tell us about the proposed child care spaces/site(s) that would assist Lanark County in making an informed decision about your EOI?

Declarations

I agree to perform the work in compliance with all the terms and conditions stated in the EOI and addenda, if applicable. I hereby certify that:

1. I am duly authorized to execute this EOI and bind the Corporation (affix corporate seal, if available).
2. I am not party or privy to any deceit to mislead Lanark County into accepting this EOI Application as a truly competitive application whether to the prejudice, injury or benefit of Lanark County. I am not in a conflict of interest situation.
3. At the time of submitting this EOI, I am, in compliance with all tax statutes administered by the Ministry of Finance for Ontario. In particular, all returns required to be filed under all provincial tax statutes, have been filed and all taxes due and payable under those statutes, have been paid or satisfactory arrangements for their payments have been made and maintained.
4. The organization/owner(s) making this EOI understands that any funds approved and received through this process must be applied directly to the purchase of items/services as approved. Failure to use the funding as approved will require reimbursement to Lanark County.
5. I understand that submitting this EOI does not guarantee any funding or partnership with Lanark County.

Name of Signing Authority (Please Print)

Signature of Signing Authority

Date



Submission Details

Operators must submit a copy of the full Expression of Interest Application to cs@lanarkcounty.ca. The subject line should read **EOI-2024-01 CWELCC Licensed Child Care Expansion 2024–2027**.

Notice of Collection of Personal Information

The information collected on this form is collected under the authority of the Child Care and Early Years Act, 2014, will be used to determine funding eligibility and may be subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about this collection should be directed to the Children's Service Department at 613-267-4200 or cs@lanarkcounty.ca.