How do I update my information?

- The link provided in the email will take you directly into your **Facility Profile** page. Please review your facility details and contact information to ensure all is accurate.
Please note: Those who operate multiple sites will receive one email per site and will need to update each one individually.

- In the Manage Facility Information section you can update your basic information including email, phone number and your open or closed status.

Manage Facility Information

Facility Id Number

222222

Name

Early Learning and Child Care

Email

email@mail.com

Phone Number

(204) 123-4567

☐ Is Open

Preferred Contact Method

◉ No Preference

○ Phone

○ Email

Language Type

◉ English Only

○ English and French

○ French Only

- If you need to change your operating name, please contact your child care coordinator. The facility ID number cannot be changed.

- Checking the "Is Open" box will allow families searching for care to find your facility.

- In the **Capacity** section, you will update the vacancies and space capacity for your facility.

Capacity

Under Age 2 Remaining Capacity

> 2

Age 2 to 12 Remaining Capacity

> 5

- **Vacancies** are the spaces not being utilized and are available for a child to be enrolled. MCCS tracks vacancies for children under the age of two and for children between the ages of 2 and 12.

- Review and update the vacancies for the facility and enter those numbers in the "**Under Age 2 Remaining Capacity**" and "**Age 2 to 12 Remaining Capacity**" fields.

Under Age 2 Maximum

> 4

Age 2 to 12 Maximum

> 12

- **Capacity** is the total number of child care spaces available for use (vacant and with a child enrolled in the space) while meeting the current public health directives. This includes spaces temporarily unavailable as a result of public health direction for temporary closure or isolation of a cohort. The maximum space capacity may be the same as the regular licensed space capacity, or it may be less.

- Review and update the total space capacity for the facility and enter those numbers in the **"Under Age 2 Maximum"** and **"Age 2 – 12 Maximum"** fields.

- Lastly, ensure that the Availability for the facility is up-to-date, then click SAVE.

Availability

☑ Open Weekdays

☐ Open Evenings

☐ Open Overnight

☐ Open Weekends

SAVE