

EARLY LEARNING AND CHILD CARE CIRCULAR

Date: January 25, 2024

CIRCULAR NUMBER: ELCC-2024-01

To: Funded child care centres, nursery schools and family/group child care homes

Subject: Fourth Payment of Reduced Parent Fee Revenue Grant

Effective Date: Not applicable

Type: <input type="checkbox"/> Policy <input type="checkbox"/> Procedure <input type="checkbox"/> Licensing <input checked="" type="checkbox"/> Financial <input type="checkbox"/> Subsidy	<input type="checkbox"/> All Facilities <input checked="" type="checkbox"/> Funded Centres <input checked="" type="checkbox"/> Funded Nursery Schools <input checked="" type="checkbox"/> Funded Family/Group Homes	<input type="checkbox"/> Action Required <input checked="" type="checkbox"/> Information Only
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This circular is to advise all funded early learning and child care facilities about the next payment of the Reduced Parent Fee Revenue Grant (Revenue Grant).

The Revenue Grant provides additional funding to funded facilities to offset the parent fee reductions, equivalent to the difference between the previous and new fees, ensuring that facilities continue to receive the same revenue as prior to April 2, 2023. Consistent with the timing of the collection of fees from parents, the first three payments of the Revenue Grant were issued to facilities in advance, each covering three to four future facility reporting periods up to February 3, 2024.

The department is finalizing developments in Child Care Online (CCO) for a new system-generated process to determine Revenue Grant amounts and issue payments. In the interim, the department will be issuing a fourth installment Revenue Grant payment for two reporting periods (February 4 to March 2 and March 3 to March 30, 2024).

The fourth payment will be calculated based on your facility type and two reporting periods. As was done for the first and third Revenue Grant payments, the calculations will be based on the number and type of licensed spaces and take the following into consideration:

- Infant and preschool spaces will be based on 4-10 hours of care for 20 days per reporting period (40 days total).
- School age spaces will be based on 3 periods of care, where offered for 33 days in total due to the recognized holidays and other non-school days that fall within these two reporting periods.
- Nursery school spaces will be based on 0 to 4 hours of care and number of morning and/or afternoon sessions offered per reporting period.

- Additional calculations will be completed for facilities with evening, overnight and/or weekend spaces.
- See Appendix: Fourth Payment Sample Calculations.

Financial statements are being prepared detailing how your facility's payment was calculated and will be sent to you by email by February 9, 2024.

Depending upon your method of receiving payment, you can expect to see:

- Payment directly deposited in your bank account as early as January 29, 2024, or
- A cheque in the mail during the week of January 29 to February 2, 2024.

Facilities with direct deposit will receive their payment earlier than if you are waiting for a cheque. If you do not have direct deposit and would like to set it up, please email us at ELCCFinance@gov.mb.ca.

Once the automated system is in place, the Revenue Grant will be paid based on enrolment information (days attended and absent days) submitted in *Facility (Child Attendance) Reports* after the end of a reporting period. Additional details will be provided in advance of implementation to help to support the transition to the automated system.

Please remember to:

- Submit your *Facility Reports* no later than 30 days of the end of each 28-day reporting period as per [The Child Care Regulation \(M.R. 62/86\), Section 42.1](#).
- Include the days attended and absent days for all children (subsidized and non-subsidized) on your *Facility Reports*.
- To see a listing of reporting periods, follow this link to [Reporting Periods](#) or log in to [Child Care Online](#) and go to the Subsidy Reporting Period Calendar under facility report to access the list of reporting periods.
- Visit https://www.gov.mb.ca/education/childcare/centres_homeproviders/cco_login.html to register for a user name and password, if you are not a Child Care Online user.

For additional information:

- To review related circulars or webinar presentations, recordings and transcripts, visit: https://www.gov.mb.ca/education/childcare/childcare_news/current_circulars.html.

If you have any further questions regarding the information in this circular, please email cdcinfo@gov.mb.ca with the subject line "Fourth Payment - Reduced Parent Fee Revenue Grant" or call 204-945-0776 (toll free: 1-888-213-4754).

If you have any questions or concerns after receiving your fourth payment and reviewing the related financial statement, email us at ELCCFinance@gov.mb.ca.

Thank you for your ongoing commitment to meeting the needs of Manitoba families and children. We recognize the critical importance of working together to strengthen Manitoba's early learning and child care system, and we appreciate the continued feedback.

Appendix: Fourth Payment Sample Calculations

EXAMPLE 1: Child care home where the licence holder is a classified as ECE II or III

- Licensed for 3 infants, 2 preschool and 3 school age children and
- Offers 3 periods of care on school days for school age children.

Spaces	Reduced Parent Fee Revenue Grant Daily Amount	Days during 2 Reporting Periods	Totals
3 Infant	\$20.00	40	\$2,400
2 Preschool	\$10.80	40	\$864
3 School Age	\$0.30	33	\$29.70
Fourth Revenue Grant payment			\$3,293.70

EXAMPLE 2: Child care home where the licence holder is a NOT classified as ECE II or III

- Licensed for 3 infants, 2 preschool and 3 school age children and
- Offers 3 periods of care on school days for school age children.

Spaces	Reduced Parent Fee Revenue Grant Daily Amount	Days during 2 Reporting Periods	Totals
3 Infant	\$12.20	40	\$1,464
2 Preschool	\$8.20	40	\$656
3 School Age	\$0.30	33	\$29.70
Fourth Revenue Grant payment			\$2,149.70

EXAMPLE 3: Centre licensed for 8 infants, 16 preschool and 30 school age children

- Does not offer 3 periods of care on school days for school age children.

Spaces	Reduced Parent Fee Revenue Grant Daily Amount	Days during 2 Reporting Periods	Totals
8 Infant	\$20.00	40	\$6,400
16 Preschool	\$10.80	40	\$6,912
30 School Age	----	----	\$0.00
Fourth Revenue Grant payment			\$13,312

EXAMPLE 4: Centre licensed for 10 preschool and 30 school age children

- Offers 3 periods of care on school days for school age children.

Spaces	Reduced Parent Fee Revenue Grant Daily Amount	Days during 2 Reporting Periods	Totals
10 Preschool	\$10.80	40	\$4,320
30 School Age	\$0.30	33	\$297
Fourth Revenue Grant payment			\$4,617

EXAMPLE 5: Nursery school licensed for 20 nursery school spaces

- Operates 5 sessions per week (20 sessions per reporting period)

Spaces	Reduced Parent Fee Revenue Grant Session Amount	Sessions per Reporting Period	2 Reporting Periods	Total
20 Nursery	\$5.40	20	2	\$4,320
Fourth Revenue Grant payment				\$4,320