

## EARLY LEARNING AND CHILD CARE CIRCULAR

**Date:** February 7, 2024

**CIRCULAR NUMBER:** ELCC-2024-02

**To:** All licensed child care centres, nursery schools and family/group child care homes

**Subject:** Child Care Subsidy Program – Allowable Absent Days Policy

**Effective Date:** **March 31, 2024**

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<b>Type:</b>	<input checked="" type="checkbox"/> Policy	<input checked="" type="checkbox"/> All Facilities	<input type="checkbox"/> Action Required
	<input type="checkbox"/> Procedure	<input type="checkbox"/> Centres	<input checked="" type="checkbox"/> Information Only
	<input type="checkbox"/> Licensing	<input type="checkbox"/> Nursery Schools	
	<input checked="" type="checkbox"/> Financial	<input type="checkbox"/> Family/Group Homes	
	<input checked="" type="checkbox"/> Subsidy		

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This circular is to provide information about the Allowable Absent Days Policy under the Child Care Subsidy Program. This policy is supported by [Child Care Regulation 62/86 subsection 42\(2\)](#), which outlines that a subsidy may be paid for the total number of days within the approval period, including the days of non-attendance, when a child is in attendance for 85 per cent or more of the days within the approval period.

During the COVID-19 pandemic, the Allowable Absent Days Policy was waived to ease attendance requirements during pandemic restrictions. This meant that subsidy would continue being paid for the total number of days within the approval period regardless of the number of days a child was in attendance. When the Allowable Absent Days Policy was waived, reference to it was removed from subsidy approval letters.

Beginning on March 31, 2024, the Allowable Absent Days Policy will be reinstated, and the maximum number of allowable absent days will once again be indicated on subsidy approval letters for children receiving subsidy. If a child whose family is receiving subsidy exceeds their allowable absent days, the subsidy program will not provide subsidy payments on behalf of that child for any additional absent days and the family will be responsible for full parent fees for those days. The Child Care Subsidy Program will consider exceptional circumstances for a child to be absent more than the allowable absent days on a case-by-case basis.

For all subsidy applications approved prior to March 31, 2024, approval letters sent to the family and the facility will not indicate the number of allowable absent days and the Allowable Absent Days Policy will not apply for that approval period. However, the Child Care Subsidy Program will continue to monitor attendance and follow up with families if there are excessive absences regarding their ongoing need for child care.

We encourage all facilities to review their attendance policy and ensure all families are reminded of any attendance requirements that may affect the retention of a space at their facility.

## Implementation Resources

### *For Facilities:*

- For additional information, please review the [ELCC24-02: Frequently Asked Questions - Child Care Subsidy Program - Allowable Absent Days Policy](#)

- For a copy of a circular, FAQs or to access general operational updates, visit the Early Learning and Child Care website at:

[www.manitoba.ca/education/childcare/childcare\\_news/current\\_circulars.html](http://www.manitoba.ca/education/childcare/childcare_news/current_circulars.html)

### *For Families:*

Please share the [Child Care Subsidy Program – Allowable Absent Days Frequently Asked Questions \(for Families\)](#) with caregivers receiving child care subsidy enrolled at your facility and encourage them to contact the Child Care Subsidy Program if they have questions about their subsidy application and allowable absent days.

If your facility has questions about the Allowable Absent Days Policy or how to submit your *Facility (Child Attendance) Reports* through Child Care Online, please contact the Child Care Subsidy Program at [cdcsubsidy@gov.mb.ca](mailto:cdcsubsidy@gov.mb.ca), 204-945-8195 or 1-877-587-6224 (toll-free).

Thank you for your continued dedication to providing high quality early learning and child care services to children and their families.