

EARLY LEARNING AND CHILD CARE CIRCULAR

Date: September 1, 2026

CIRCULAR NUMBER: ELCC-2026-04

To: All licensed and funded child care facilities, Early Learning and Child Care Division

Subject: Updates to the Staff Replacement Grant

Effective Date: September 1, 2026

Type:	☒ Policy	☒ All Facilities	☐ Action Required
	☐ Procedure	☐ Centres	☒ Information Only
	☐ Licensing	☐ Nursery Schools	
	☒ Financial	☐ Family/Group Homes	
	☐ Subsidy		

This circular is to advise all licensed and funded child care facilities that the Staff Replacement Grant is being updated effective immediately, to allow facilities to claim one full-time Child Care Assistant (CCA) substitute for up to 40 hours per week for every two staff enrolled in an approved Early Childhood Education Workplace Program.

About the Staff Replacement Grant

The Staff Replacement Grant supports the training of Early Childhood Educators (ECEs) in licensed, non-profit centres and licensed homes by reimbursing the cost of substitute staff while a full-time employee or home-based licensee attends an approved Early Childhood Education Workplace Program.

Post-secondary institutions approved to deliver the Workplace Program are:

[Assiniboine College](#)
[Red River College Polytech](#)
[University College of the North](#)
[Université de Saint-Boniface](#)

What is Changing?

In partnership with Canada, Manitoba is updating the Staff Replacement Grant to provide full-time replacement coverage so that eligible facilities can better support multiple staff to attend an approved Workplace Program. Under this expanded replacement coverage, the Grant **will cover the cost of a replacement staff for up to 40 hours per week for every two staff** attending an approved Workplace Program in the same academic term, effective immediately. The total number of approved hours will be based on the number of replacement hours actually worked to a maximum of the number of hours considered full time at your facility (40 hours per week or less).

The duration of financial coverage is based on the number of weeks required to complete that training period, based on the highest number of training days among the two Workplace Program students.

If there is an odd number of staff attending the Workplace Program, eligible facilities may claim one additional substitute for up to 16 hours per week (two days per week) for the remaining Workplace Program student. (See **Appendix A** for details)

Program Parameters

Each Workplace Program student must understand and acknowledge the terms and conditions of the Staff Replacement Grant before an application is submitted. This includes a requirement to:

- continue employment in a licensed child care centre in Manitoba or operate a licensed home-based facility in Manitoba for each year of training completed.
- complete the Workplace Program within two consecutive academic years.

Facilities with employees in training are required to formalize and obtain a signed service agreement between the facility and the Workplace Program student confirming that, upon graduation, the Workplace Program student agrees to continue employment in a licensed child care facility in Manitoba for each year of training completed.

The substitute staff hired must have a CCA classification and meet the regulatory requirements for working in a facility. The amount paid to the substitute must not be less than the amount the facility receives from the department for the Staff Replacement Grant.

How to Apply

- The application process has been updated. Facilities must complete and submit the new Staff Replacement Grant Application E-form. Each application can include information for up to 10 staff enrolled in an approved Workplace Program. The Staff Replacement Grant Application can be found at <https://forms.gov.mb.ca/staff-replacement-grant/index.html>.
- Applications must also include the following supporting documents:
 - A copy of enrolment or registration confirmation in an approved Manitoba Early Childhood Education Workplace Program.
 - A completed and signed Workplace Student Consent and Declaration Form for each staff member included in the facility's funding application. The Form authorizes the Province of Manitoba to collect, use, and disclose personal information to determine eligibility for the administration of the Staff Replacement Grant.

Note: A home licensee applying as the Workplace Program student is not required to submit a Workplace Student Consent and Declaration Form. Their consent and declaration are collected through the applicable section of the Staff Replacement Grant Application.

The Workplace Student Consent and Declaration Form can be found at www.manitoba.ca/education/childcare/centres_homeproviders/providers_resources/pubs/staff_replacement_grant_student_consent_form_en.pdf.

Application Deadline

An application may be submitted as soon as the student is enrolled or up to 60 days from the beginning of each academic year in a post-secondary institution in Manitoba approved for the Early Childhood Education Workplace Program. The grant is subject to budget allocations. Facilities with staff or home licensees already enrolled in an approved program who have previously applied for funding, are required to submit a new application using the e-form to be considered for the enhanced full-time replacement funding.

Additional Resources

- For more information about the Staff Replacement Grant including Frequently Asked Questions, visit: Province of Manitoba | education - Grant Funding
- Register for one of the following webinars. Registration links are provided in the cover email for this circular:
 - Thursday, September 17, 2026, from 1:30 p.m. to 2:30 p.m.
 - Thursday, September 17, 2026, from 6 p.m. to 7 p.m.

If you have any further questions regarding the information in this circular, please email elccfinance@gov.mb.ca with the subject line “Staff Replacement Grant” or call 204-945-0776 (toll free:1-888-213-4754).

Appendix A: Guidelines for the Substitute Coverage Updates to the Staff Replacement Grant

Current Policy:

Under the current Staff Replacement Grant policy, facilities may claim up to 16 hours of replacement staffing per week for each employee enrolled in an approved Early Childhood Education Workplace Program. As additional employees participate, the eligible replacement hours increase by 16 hours per week for each Workplace Program student.

This policy applies when Workplace Program students attend training on different schedules or are enrolled in different academic terms. Facilities whose Workplace Program students are not attending training during the same academic term will continue to be funded under the current model.

Number of Workplace Student(s)	Substitutes Eligible	Maximum Hours per Week
1	1	16
2	2	32 (16 +16)
3	3	48 (16 x 3)
4	4	64 (16 x 4)

Updated Policy:

Under the enhanced Staff Replacement Grant, facilities with two Workplace Program students attending an approved Workplace Program during the same academic term may receive funding for up to 40 hours of substitute coverage per week.

Additional students are funded based on the same approach, with full-time coverage provided for each pair of students and part-time coverage provided for any remaining student.

Number of Workplace Student(s)	How Coverage is Determined	Substitutes Eligible	Maximum Hours per Week
1	Odd number Workplace Program student = part-time coverage	1	16
2	Full-time coverage	1	40
3	One full-time coverage + one part-time coverage	2	56 (40 hours+16 hours)
4	Two full-time coverage	2	80 (40 hours+40 hours)
5	Two full-time coverage + one part-time coverage	3	96 (40 hours+40 hours+16 hours)