

FACILITY ORIENTATION

Facility Reporting and Child Care Subsidy Program

For Family/Group Child Care Home Providers, Centre Directors and
Board Members

Early Learning and Child Care Division
Department of Education and Early Childhood Learning
November 2025



Land Acknowledgement

We recognize that Manitoba is on Treaty 1, 2, 3, 4, 5, 6 and 10 Territories and the ancestral lands of the Anishinaabe, Anishinewuk, Dakota Oyate, Denesuline, Ininiwak and Nehethowuk Peoples.

We acknowledge Manitoba is located on the Homeland of the Red River Métis. We acknowledge northern Manitoba includes lands that were and are the ancestral lands of the Inuit.

We respect the spirit and intent of Treaties and Treaty Making and remain committed to working in partnership with First Nations, Inuit and Métis people in the spirit of truth, reconciliation and collaboration

Session Topics

1. Child Care Fees

- ❑ Maximum subsidized and non-subsidized fees
- ❑ \$10-a-day Initiative

2. Child Care Subsidy Program

- ❑ Eligibility and Approval Process
- ❑ Subsidy Expiry and Re-Applications

3. Facility Reporting and Payment Process

- ❑ Reporting requirements
- ❑ Completing a Facility Report
- ❑ Facility Payment Summary

4. Resources and Contacts

SECTION 1

Child Care Fees

Child Care Fees

In Manitoba, the maximum daily fees are set in regulation.

- For each type of care, there is a maximum **subsidized** daily fee and maximum **non-subsidized** additional daily fee per child.

Infant, Preschool or School Age Child	Maximum Subsidized Daily Fee	Maximum Non-Subsidized Daily Additional Fee	Total Maximum Daily Fee
0 to 4 hours	\$4.00	\$1.00	\$5.00
4 to 10 Hours	\$8.00	\$2.00	\$10.00

- It is a facility decision whether or not the facility charges the non-subsidized daily additional fee.

Child Care Fees

- The “cost of care” used to assess a Child Care Subsidy Application is based on the maximum **subsidized daily fee** only.

“Cost of care” for 4 to 10 hours five days per week
 $\$8.00 \times 5 \text{ days} \times 4 \text{ weeks} = \160.00 per Reporting Period

- Family Contribution indicated on a Subsidy Approval Letter does not include the maximum **non-subsidized daily additional fee**.
- Family is responsible for directly paying the facility:
 - ❑ Family Contribution (when applicable)
 - ❑ Non-subsidized daily additional fee (when charged)

Child Care Fees

- Funded child care facilities:
 - ❑ Must be willing to enroll subsidized children.
 - ❑ Must charge uniform fees for all children receiving the same type of care.
 - ❑ Must not charge more than the regulated maximum daily fees.
 - ❑ Are eligible for the Reduced Parent Fee Revenue Grant.

- Unfunded child care facilities:
 - ❑ May establish their own fees for non-subsidized families.
 - ❑ Must not charge subsidized families more than the regulated maximum fees when enrolled.
 - ❑ Are paid an additional subsidy on behalf of eligible subsidized children.

\$10-A-Day Initiative

- To offset the reduction in fees due to the \$10-a-Day initiative, the difference between the previous and the regulated maximum fees effective April 2, 2023 and December 8, 2024 is paid as:
 - ❑ The Reduced Parent Fee Revenue Grant for subsidized and non-subsidized children enrolled in funded facilities.
 - ❑ An additional subsidy on behalf of eligible subsidized children enrolled in unfunded facilities.
- The Revenue Grant and the additional subsidy are paid through the subsidy reporting and payment process based on enrolment information submitted on *Facility (Child Attendance) Reports*.

TOTAL PARENT FEE REVENUE TABLE Effective December 8 2024

For Funded Non-profit Child Care Centres and Funded Family/Group Child Care Homes where Licence Holder classified as ECE II or ECE III

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
Age of Child	Type of Care	Maximum Subsidized Daily Fees Per Child	Maximum Non-Subsidized Daily Additional Fee Per Child	Maximum Daily Fee Charged to Parents	Reduced Parent Fee Revenue Grant per Enrolled Child	Total Parent Fee Revenue per Child
Infant (less than 2 years of age)	Less than 4 hours per day	\$ 4.00	\$ 1.00	\$ 5.00	\$ 10.00	\$ 15.00
	4 hours to 10 hours per day	\$ 8.00	\$ 2.00	\$ 10.00	\$ 20.00	\$ 30.00
	More than 10 hours per day	\$ 12.00	\$ 3.00	\$ 15.00	\$ 30.00	\$ 45.00
Preschool Age (includes kindergarten)	Less than 4 hours per day	\$ 4.00	\$ 1.00	\$ 5.00	\$ 5.40	\$ 10.40
	4 hours to 10 hours per day	\$ 8.00	\$ 2.00	\$ 10.00	\$ 10.80	\$ 20.80
	More than 10 hours per day	\$ 12.00	\$ 3.00	\$ 15.00	\$ 16.20	\$ 31.20
School Age (Grade 1 and higher)	Regular school days					
	1 period of attendance	\$ 5.15	\$ 1.00	\$ 6.15	—	\$ 6.15
	2 periods of attendance	\$ 6.80	\$ 1.80	\$ 8.60	—	\$ 8.60
	3 periods of attendance	\$ 8.00	\$ 2.00	\$ 10.00	\$ 0.30	\$ 10.30
	In-service Days and School Breaks					
	Less than 4 hours per day	\$ 4.00	\$ 1.00	\$ 5.00	\$ 5.40	\$ 10.40
	4 hours to 10 hours per day	\$ 8.00	\$ 2.00	\$ 10.00	\$ 10.80	\$ 20.80
	More than 10 hours per day	\$ 12.00	\$ 3.00	\$ 15.00	\$ 16.20	\$ 31.20



TOTAL PARENT FEE REVENUE TABLE Effective December 8, 2024

For Funded Family/Group Child Care Homes where Licence Holder is NOT classified as ECE II or ECE III

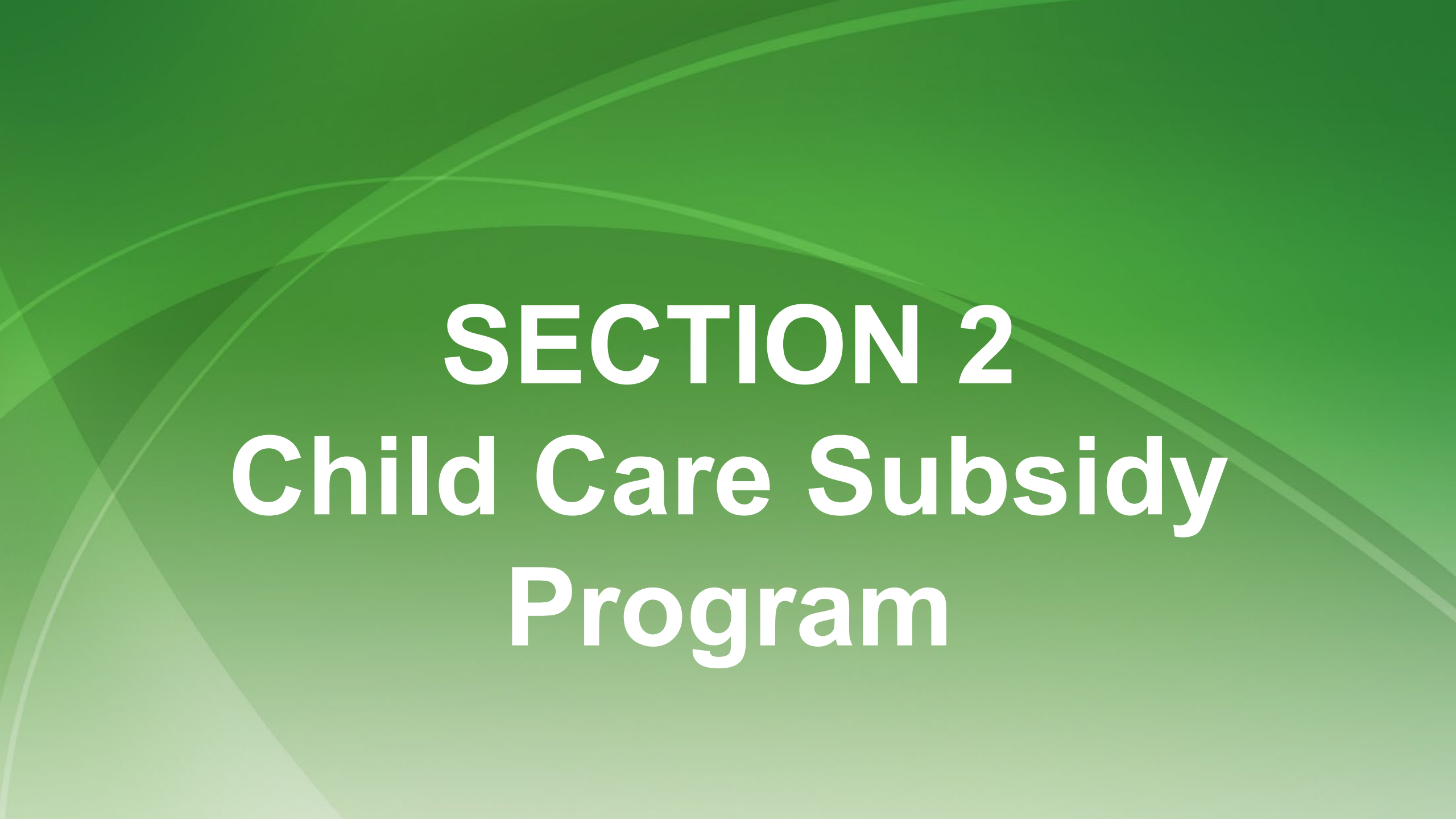
COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
Age of Child	Type of Care	Maximum Subsidized Daily Fees Per Child	Maximum Non-Subsidized Daily Additional Fee Per Child	Maximum Daily Fee Charged to Parents	Reduced Parent Fee Revenue Grant per Enrolled Child	Total Parent Fee Revenue per Child
Infant (Less than 2 years of age)	Less than 4 hours per day	\$ 4.00	\$ 1.00	\$ 5.00	\$ 6.10	\$ 11.10
	4 hours to 10 hours per day	\$ 8.00	\$ 2.00	\$ 10.00	\$ 12.20	\$ 22.20
	More than 10 hours per day	\$ 12.00	\$ 3.00	\$ 15.00	\$ 18.30	\$ 33.30
Preschool Age (includes kindergarten)	Less than 4 hours per day	\$ 4.00	\$ 1.00	\$ 5.00	\$ 4.10	\$ 9.10
	4 hours to 10 hours per day	\$ 8.00	\$ 2.00	\$ 10.00	\$ 8.20	\$ 18.20
	More than 10 hours per day	\$ 12.00	\$ 3.00	\$ 15.00	\$ 12.30	\$ 27.30
School Age (Grade 1 and higher)	Regular school days					
	1 period of attendance	\$ 5.15	\$ 1.00	\$ 6.15	—	\$ 6.15
	2 periods of attendance	\$ 6.80	\$ 1.80	\$ 8.60	—	\$ 8.60
	3 periods of attendance	\$ 8.00	\$ 2.00	\$ 10.00	0.30	\$ 10.30
	In-services and School Breaks					
	Less than 4 hours per day	\$ 4.00	\$ 1.00	\$ 5.00	\$ 4.10	\$ 9.10
	4 hours to 10 hours per day	\$ 8.00	\$ 2.00	\$ 10.00	\$ 8.20	\$ 18.20
	More than 10 hours per day	\$ 12.00	\$ 3.00	\$ 15.00	\$ 12.30	\$ 27.30



Additional Subsidy Amounts - Unfunded Facilities

Type of Care	Effective Date	Maximum Fees		Additional Subsidy	
		Subsidized Daily Fee	Non-subsidized Daily Fee	Centre (or home where provider is an ECE II or III)	Home where provider is not an ECE II or III
Infant 4 to 10 hours	April 2, 2023	\$ 8.00	\$ 2.00	\$ 20.00	\$ 12.20
Preschool 4 to 10 hours	April 2, 2023	\$ 8.00	\$ 2.00	\$ 10.80	\$ 8.20
School Age 3 periods on school days	April 2, 2023	\$ 8.00	\$ 2.00	\$.30	\$.30
School Age 4 to 10 hours	December 8, 2024	\$ 8.00	\$ 2.00	\$ 10.80	\$ 8.20

- For more details, see the Total Parent Fee Revenue Tables on the Circulars page on the website:
 - The additional subsidy is equivalent to the Reduced Parent Fee Revenue Grant amount per child in Column 6 for your facility type.

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SECTION 2

Child Care Subsidy Program

Child Care Subsidy Program

- Manitoba's Child Care Subsidy Program provides support to eligible families to help with the cost of child care for children from 12 weeks to 12 years of age.
 - Subsidy pays for part of the daily fees charged by licensed early learning and child care facilities on behalf of eligible families.
- Applications are open to residents of Manitoba
 - Citizens
 - Permanent Residents
 - Temporary Residents (Work and Student Visas)
 - Refugees/Newcomers

Child Care Subsidy Eligibility

- General Applications
 - Reason for Care
 - Income Test
- Employment and Income Assistance (EIA) Applications
 - Reason for Care, but not subject to income test
- Foster Child Applications submitted by an CFS agency
 - None

Child Care Subsidy Eligibility

- To qualify for subsidy, the applicant and co-applicant (when applicable) must have at least one of the following reasons for care:
 - ❑ Employment
 - ❑ Education
 - ❑ Seeking Employment
 - ❑ Special Needs (of the child or the applicant)
 - ❑ Medical/Rehabilitation (long or short-term medical condition, addiction recovery/treatment, maternity/parental leave if the applicant is receiving Employment Insurance maternity or parental benefits)
 - ❑ Nursery School Enrolment (no other reason for care is required but assessment is still income tested. Subsidy will pay for up to 5 nursery school sessions per week for eligible families)

Child Care Subsidy Eligibility

- General applicants must qualify under the income test and provide documentation for income verification.
- The amount of subsidy is based upon a formula which includes:
 - ❑ Net annual household income
 - ❑ Exemptions for each family member
 - ❑ Annual cost of child care
 - ❑ Exact amount of subsidy can only be determined through the application process
 - ❑ Other factors include size of the family, ages of the children, disabilities and private care costs

Child Care Subsidy Approval Process

- Subsidy approvals are:
 - ❑ According to the age of the child (infant, preschool, school age or nursery school)
 - ❑ Full time except for nursery school or otherwise requested
 - ❑ Include the maximum number of Allowable Absent Days for the approval period

- Subsidy Approval Periods are based on the Type of Application:
 - ❑ Employment, Special Needs or CFS - 1 year
 - ❑ Education or Medical/Rehabilitation - 6 months to 1 year
 - ❑ Seeking Employment - 6-month intervals
 - ❑ Nursery School Enrolment - up to the end of June

Child Care Subsidy Approval Process

- **Allowable absent days** are the maximum number of days that a child receiving subsidy may be absent from the facility during the Subsidy Approval Period.
 - ❑ It is written on the Subsidy Approval Letter.
 - ❑ When a child is in attendance for 85 percent or more of the days within an approval period, subsidy is paid for all days – days attended and days absent.
 - ❑ If a child's absent days exceed 15 percent of the total days:
 - Subsidy is paid for days attended only until the end of approval period.
 - Families are required to pay the full parent fees for any additional absent days for the rest of the approval period.
 - ❑ In special circumstances such as an accident or medical condition, families may be considered for approval of additional absent days.

Child Care Subsidy Approval Process

- New Applications
 - Start date in facility must coincide with the start date of the reason(s) for care.
- Re-Applications
 - Approvals are effective the date the previous subsidy expired if the re-application was received prior to the subsidy expiry date or within 30 days.
 - Re-applications received 30 days or more after the previous subsidy expired will become effective the first day of the reporting period in which they are received.

Facilities are responsible for charging applicants or CFS agencies the full fees until a subsidy approval letter is received.

Child Care Subsidy Approval Process

- A family may be eligible for a partial or full subsidy based on the family's assessed financial eligibility:
 - ❑ The **Provincial Contribution** is the amount the province will pay directly to your facility on behalf of a family.
 - ❑ The **Family Contribution** is the amount the family pays for every 4-week reporting period.
 - ❑ Families are responsible to pay the facility for the **Family Contribution** portion of the fee and the **additional non-subsidized daily fee** charged by the facility.

Child Care Subsidy Approval Letter

STREET
WINNIPEG MB R2V 3G5

August 30, 2024

Approval for Child Care Subsidy

Submission Number:

This is to advise that you have been approved for a child care subsidy. As part of this approval, you are required to notify the Child Care Subsidy Program any time information provided on your Child Care Subsidy Application Form changes. Failure to report changes may result in the suspension or cancellation of your child care subsidy, or further action to recover an overpayment of subsidy. Please send any changes by email to cdcsubsidy@gov.mb.ca.

SUBSIDY APPROVAL PERIOD: September 2, 2024 to June 30, 2025

Identifier	Child Name	Total Allowable Absent Days
		33

Identifier	Child Name	Attending Facility	Cost of Care	Family Contribution
September 2, 2024 to June 30, 2025				
			\$160.00	\$0.00
Total:			\$160.00	\$0.00

Make sure identifying information is correct:

Name of applicant(s)

Name of child/ren

Attending Facility - your Facility ID# and name is listed

If your centre has multiple locations and the correct site is **not** listed, contact your Subsidy Advisor.

Child Care Subsidy Approval Letter

Approval for Child Care Subsidy

Submission Number:

This is to advise that you have been approved for a child care subsidy. As part of this approval, you are required to notify the Child Care Subsidy Program any time information provided on your Child Care Subsidy Application Form changes. Failure to report changes may result in the suspension or cancellation of your child care subsidy, or further action to recover an overpayment of subsidy. Please send any changes by email to cdcsubsidy@gov.mb.ca.

SUBSIDY APPROVAL PERIOD: September 2, 2024 to June 30, 2025

Identifier	Child Name	Total Allowable Absent Days
		33

Identifier	Child Name	Attending Facility	Cost of Care	Family Contribution
September 2, 2024 to June 30, 2025				
			\$160.00	\$0.00
Total:			\$160.00	\$0.00

Take note of:

Subsidy Approval Period
(start date and expiry date)

Total Allowable Absent Days

Family Contribution per 4-week period (does not include non-subsidized additional daily fee)

“Identifier” – Subsidy Child ID# that you enter on Facility Reports

The family contribution is the amount you are required to pay 4 week period. All families are also charged an unsubsidized daily fee per child **that is not included in the Total Family Contribution noted in the chart above**. The maximum additional daily fee per child is \$1.00 for less than 4 hours of care; \$2.00 for 4 to 10 hours of care; and \$3.00 for more than 10 hours of care. Families are required to pay this daily amount per child in addition to the total family contribution every four weeks.

Child Care Subsidy Approval Letter

Cost of Care does not include:

- ❑ Non-subsidized additional daily fee in **funded** and **unfunded** facilities, or
- ❑ The additional subsidy for a child enrolled in an **unfunded** facility.

Identifier	Child Name	Attending Facility	Cost of Care	Family Contribution
September 2, 2024 to June 30, 2025				
			\$160.00	\$0.00
Total:			\$160.00	\$0.00

Subsidy Expiry and Re-Applications

- The expiry date is the last day of the Subsidy Approval Period on the approval letter.
 - Payments will not be issued past the expiry date.
 - Facilities must charge full fees if a new approval has not been received.
- It is the **applicant's responsibility** to note the expiry date and submit a reapplication.
 - However, the facility should note the expiry date and help ensure a re-application is submitted.
 - An expiry letter is issued to the applicant and the facility as a courtesy but may not be received due to changes to email or mailing addresses.

Subsidy Expiry and Re-Applications

- Re-Applications
 - Approvals are effective the date the previous subsidy expired if the re-application was received prior to the subsidy expiry date or within 30 days.
 - Re-applications received 30 days or more after the previous subsidy expired will become effective the first day of the reporting period in which they are received.
- Facilities must read all correspondence received from the Child Care Subsidy Program.
 - The latest information received is the current and relevant information.

Moving to a Different Facility

- When a child moves to a different facility, their subsidy expires on the date the child withdraws and is enrolled at a new facility.
 - **Facilities cannot accept approvals from a child's previous facility.**
 - Child Care Online will not pay until there is an approval at the new facility.
- The **subsidy applicant** must notify the Subsidy Program about the moving to a new facility so a new subsidy application can be created and assessed for eligibility and Family Contribution (when applicable).
- When partially subsidized children attend more than one facility in a Reporting Period, the Family Contribution is prorated, based on start and end dates of enrolment at each facility.

Enrollments and Withdrawals

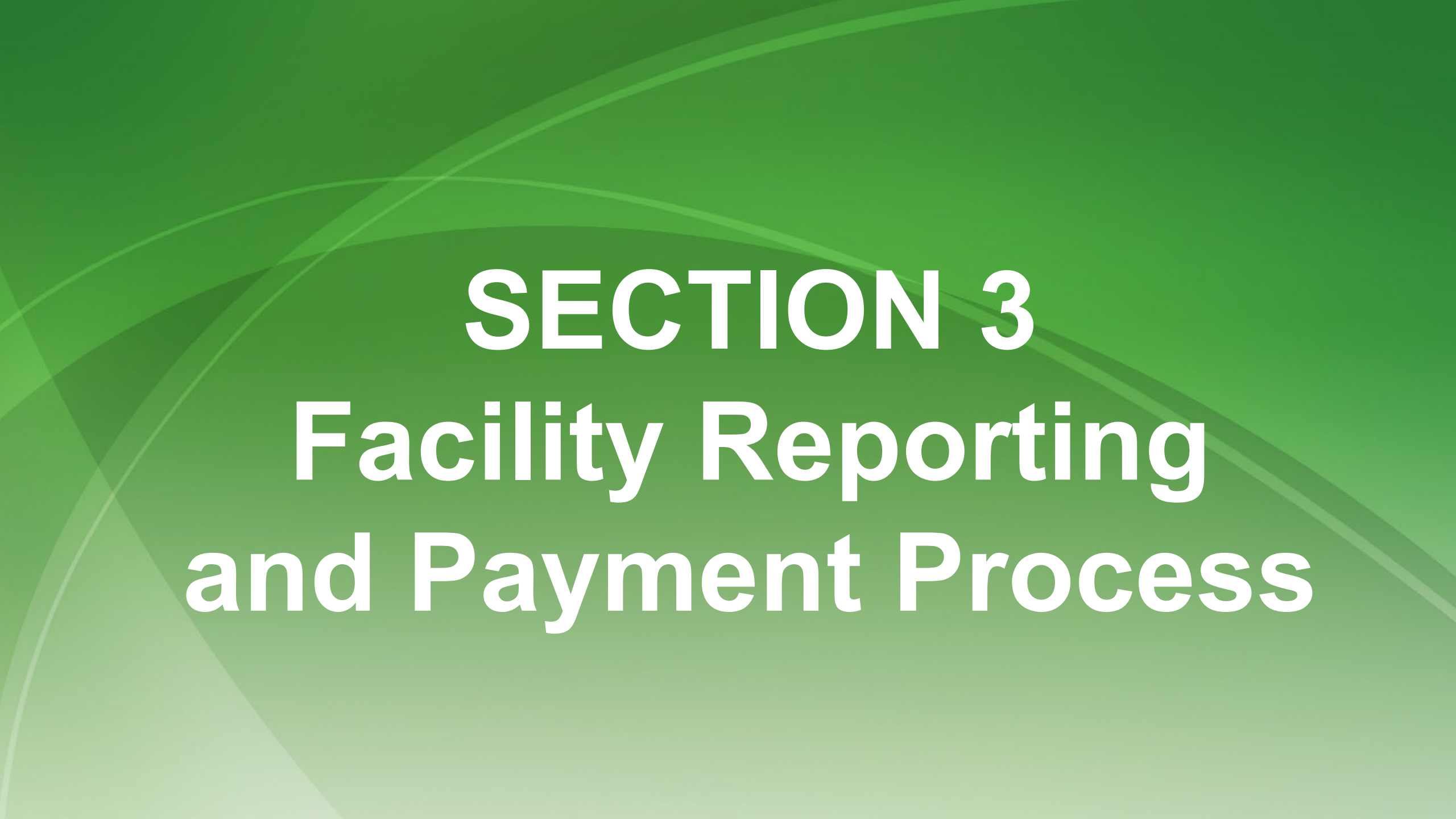
- If a child enrolls or withdraws during a Reporting Period:
 - The Family Contribution payable is prorated based on the number of eligible days enrolled during the period and the total number of days in the Reporting Period.

If a child enrolls and withdraws from a facility in the same 4-week Reporting Period:

- They are only allowed absent days equivalent to 15% of the days enrolled.

Ineligible Applications and Re-Applications

- New Applications
 - Applicants and facilities receive an ineligible letter for new applicants who are ineligible.
- Re-Applications
 - If the applicant is no longer eligible due to a change in their application:
 - Applicants and facilities receive an ineligible letter and expiry letter.

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SECTION 3

Facility Reporting and Payment Process

Facility Reporting and Payments

- Facility Reports must be submitted within 30 days of the end of each 4-week reporting period.
 - Facility Reports received after 30 days **may not** be paid.
 - If you are having issues regarding CCO/Facility Reporting, please contact your Subsidy Advisor to:
 - Document your issue,
 - Provide alternative means of reporting, and
 - Answer specific subsidy related questions.
- Once your Facility Report has been assessed, CCO initiates the payment process for a cheque or direct deposit.
 - Direct Deposit is the fastest payment option and is not disrupted by a Postal strike.

Facility Reporting and Payments

- To ensure Revenue Grant and subsidy payments are calculated correctly:
 - Report attendance (days attended/days absent) for **all** children enrolled - subsidized and non-subsidized.
 - Report children in the correct age category.
 - Report attendance **exactly** as the children are enrolled. For example:
 - If a child is enrolled for 4 to 10 hours but attended less than 4 hours on some days, enter all days attended/days absent for this child as 4 to 10 hours on the Facility Report.
 - If a school age child is enrolled for 3 periods (before, lunch and after school) per day but only attends 2 periods (before school and lunch) some days, enter all school days attended/days absent for this child as 3 period care on the Facility Report.

Facility Reporting and Payments

- If a child changes to a new age category during a reporting period, report attendance accordingly.
- **Age Change - Infant to Preschool**
 - A child must be reported under preschool when they turn 2 years of age.
 - For example, if a child's 2nd birthday falls on the 11th day of the Reporting Period:
 - Report a total of 10 days attended/absent **and** enter a Transfer Out event on the Infant Attendance, and
 - Report a total of 10 days attended/absent **and** enter a Transfer In event on the Preschool Attendance.

Facility Reporting and Payments

■ Age Change - Preschool to School Age

- A school age child is defined as a child enrolled in Grade 1 to 6 in a school. Once a child completes kindergarten, they can be considered enrolled in Grade 1.
- It is a facility policy decision as to the exact date a kindergarten child becomes a school age child and moves into a school age space; however, they must be moved no later than September 1st.
 - For example, a facility may move all kindergarten children into school age spaces on July 1 or September 1. Children may also be moved individually as school age spaces become available at other points in the summer.
- If a child moves into a school age space on the 11th day of the Reporting Period:
 - Report for a total of 10 days attended/absent **and** enter a Transfer Out event on the Preschool Attendance, **and**
 - Report a total of 10 days attended/absent **and** enter a Transfer In event on the School Age Attendance.

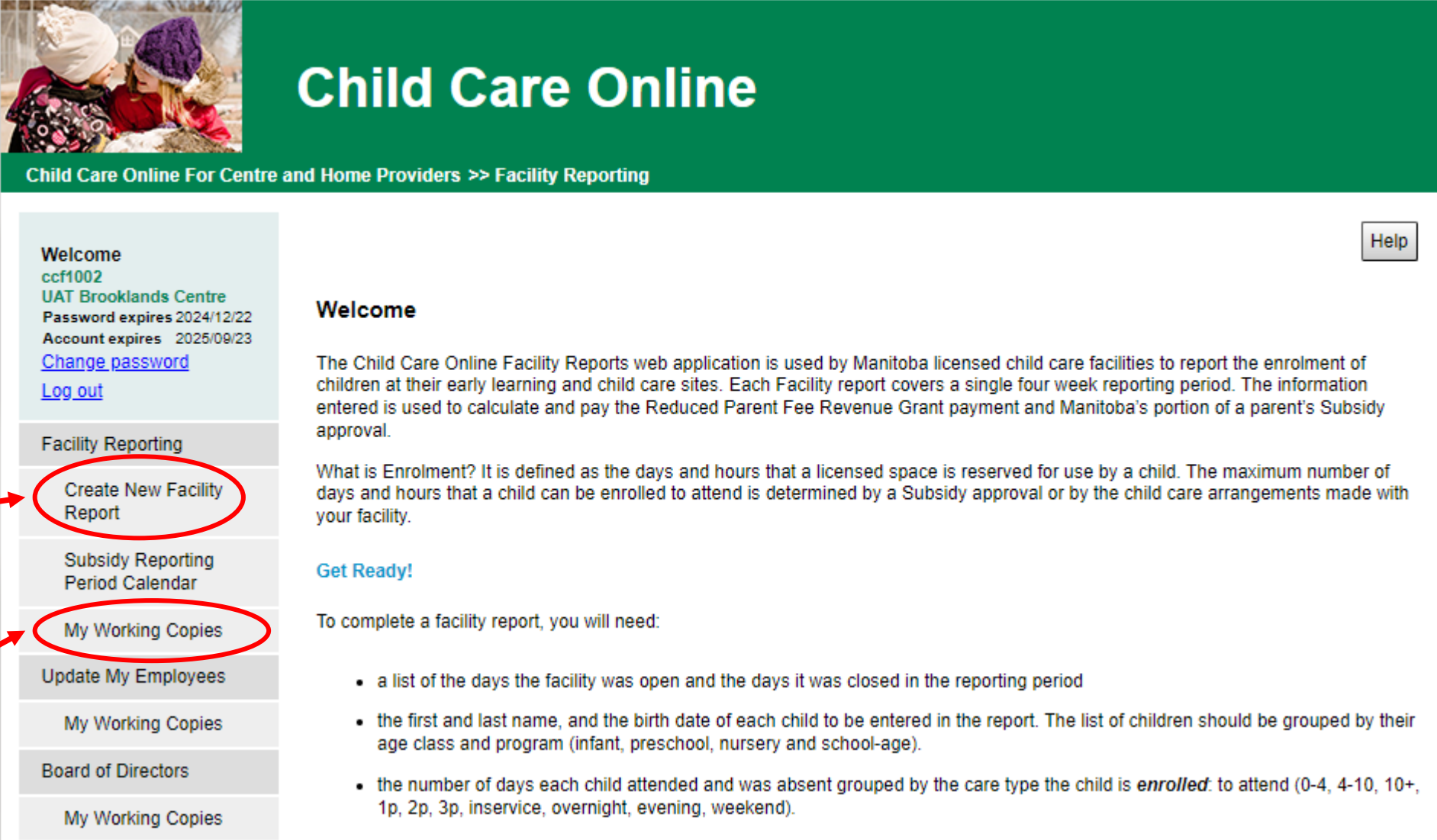
Facility Reporting and Payments

Age Exemptions

- When proposed by both the facility and the family for specific situations, the department will consider age exemption requests for approval.
- Beginning on the effective date of an approved age exemption:
 - Child care fees for the approved age category apply.
 - Subsidy applies and pays the rates at the approved age category.
 - The facility reports the child under the approved age category.
 - If a child changes to the approved age category during a Reporting Period, report attendance accordingly.
- Review the Centre or Home Age Exemption Request Forms at: www.manitoba.ca/education/childcare/resources/forms_apps.html and contact your Child Care Coordinator for more information.

Facility Reporting

- 1) Gather all the information you need for your Facility Report.
 - 2) Log on to Child Care Online (CCO)
 - 3) Select Create New Facility Report
- or
- My Working Copies if you started it previously



Child Care Online

Child Care Online For Centre and Home Providers >> Facility Reporting

Welcome
ccf1002
UAT Brooklands Centre
Password expires 2024/12/22
Account expires 2025/09/23
[Change password](#)
[Log out](#)

Facility Reporting

- Create New Facility Report
- Subsidy Reporting Period Calendar
- My Working Copies
- Update My Employees
- My Working Copies
- Board of Directors
- My Working Copies

Welcome

The Child Care Online Facility Reports web application is used by Manitoba licensed child care facilities to report the enrolment of children at their early learning and child care sites. Each Facility report covers a single four week reporting period. The information entered is used to calculate and pay the Reduced Parent Fee Revenue Grant payment and Manitoba's portion of a parent's Subsidy approval.

What is Enrolment? It is defined as the days and hours that a licensed space is reserved for use by a child. The maximum number of days and hours that a child can be enrolled to attend is determined by a Subsidy approval or by the child care arrangements made with your facility.

Get Ready!

To complete a facility report, you will need:

- a list of the days the facility was open and the days it was closed in the reporting period
- the first and last name, and the birth date of each child to be entered in the report. The list of children should be grouped by their age class and program (infant, preschool, nursery and school-age).
- the number of days each child attended and was absent grouped by the care type the child is *enrolled*: to attend (0-4, 4-10, 10+, 1p, 2p, 3p, inservice, overnight, evening, weekend).

Facility Reporting

You may also need this information:

if the facility offers subsidized care	the "Child ID" of any child whose family has qualified for subsidized care. The "Child ID" is a identifier code for each child issued by Early Learning and Child Care. It can be found in the subsidy approval letter sent to the family and the facility.
if a child transferred in or enrolled during the reporting period	the date the child first attended
if a child transferred out or was withdrawn	the date the child last attended.
if the facility qualifies for additional payments	the specific amounts to be claimed.
if a statutory holiday occurred during the reporting period	what status (open, stat open, stat closed) should be used.
if inservice care was provided to school-age children	the days was it provided. (September 1 through June 30 only)
if part-time care was provided within the reporting period	the number of children enrolled with part-time care.
if the facility has decided to change its rates	the details of the new rates. A reminder that a minimum of four (4) weeks notice of rate change is required.

Facility Report Calendar

Facility Name and Reporting Period for

: 2024/10/13 - 2024/11/09

Facility Id

Facility Name

Current Subsidy Advance Amount

\$0.00

Report for the Period

Start Date

2024/10/13

End Date

2024/11/09

Number of children registered for part-time during this reporting period

4

Will your Rates change during the next reporting period?

☐ Yes

☒ No

Please specify the days open, closed, statutory holiday open, and statutory holiday closed, on the calendar below.

For School Age attendance, please indicate inservice days.

Calendar for : 2024/10/13 - 2024/11/09						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
13 Closed	14 Stat Clsd	15 Open	16 Open	17 Open	18 Open	19 Closed
20 Closed	21 Open	22 Open	23 Open	24 Open	25 Open	26 Closed
27 Closed	28 Open	29 Open	30 Open	31 Open	01 Open	02 Closed
03 Closed	04 Open	05 Open	06 Open	07 Open	08 Open	09 Closed

Save

Close

Calendar must be completed FIRST:

This information will be pre-populated (filled) by CCO.

From drop down, pick the start date of Reporting Period.

Enter other information

When required, correct the status by picking from the drop down for each date:

- ☐ Open
- ☐ Closed
- ☐ Stat Open
- ☐ Stat Clsd
- ☐ Inservice

Save

Facility Report Calendar – Holidays and PD Days

- Funded facilities **cannot** charge parents or the department when the facility is closed unless it is a recognized holiday (in lieu of day), approved alternate closure day or allocated professional development (PD) day.
- Subsidy and Revenue Grant payments for recognized holidays (in lieu of day), approved alternate closure days and allocated PD days will only be made if a funded facility:
 - Charges both subsidized and non-subsidized regular fees.
 - Would normally be open but is closed on closure date.
 - Is open on the working day before or after the holiday or alternate closure day.
 - Requests approval in advance (when required).
 - Attendance is reported for all children enrolled. The approved closure day must be included in each child's total days attended (not in the absent days total) for that reporting period on the Facility Report.

Facility Report Calendar – Holidays and PD Days

- To receive subsidy and the Revenue Grant payments for a recognized holiday, approved alternate closure day or allocated PD day, on your Facility Report:
 - ❑ Mark these types of approved closures as “Stat Clsd” (**not** “Closed” or “Inservice”).
 - ❑ Include these types of closure days in **each child’s total days attended** (not in the absent days total).
 - ❑ Make a note in the Explanation/Comment section on the Facility Authorization and Sign off page:
 - For PD Day – note that a PD day was held on DD/MM/YYYY.
 - For an alternate closure day - note this information for the facility reporting periods in which the holiday occurs and the alternate closure date occurs.

Facility Report Calendar – Recognized Holidays

- If a holiday listed below falls on a weekend, the following Monday is provided as an in lieu of day.
 - New Year's Day
 - Good Friday
 - Victoria Day
 - Canada Day
 - Louis Riel Day
 - Labor Day
 - National Day for Truth and Reconciliation
 - Thanksgiving Day
 - Remembrance Day
 - Christmas Day
- In addition, funded facilities may close on Easter Monday, Terry Fox Day and Boxing Day or may choose to close on an alternate day.
 - See annual Closure Days letter for more information about requirements for alternate closure days for Easter Monday, Terry Fox Day or Boxing Day.

Facility Report Calendar - ELCC PD Days

- Funded facilities may choose to close for allocated ELCC PD days on a date(s) chosen by the facility without a loss of parent fees or Subsidy and the Reduced Parent Fee Revenue Grant payments.
- Funded facilities must:
 - ❑ Submit their request with the required information to your Child Care Coordinator at least six (6) weeks in advance of the proposed closure date(s).
 - ❑ Provided a minimum of four (4) weeks' notice to families.
 - ❑ Use the PD days between January 1 and December 31.
 - ❑ See annual Closure Days letter for more information about requirements for allocated ELCC PD days.

Facility Report Calendar - Emergency Closure

- Occasionally, a facility may need to close for reasons such as a lack of an essential service such as water or heat in the winter.
 - A request must be submitted to your Child Care Coordinator outlining the reason for the request and indicating that all families will be charged fees.
 - If approved, Subsidy and the Revenue Grant will be paid for that day.
- In the winter, facilities in rural areas are often faced with severe winter snowstorms and poor or prohibited driving conditions. In addition, facilities located in schools may be required to close if the school closes due winter storms.
 - Subsidy Advisors are aware of these situations and approval from your Child Care Coordinator is not required in this situation.

Facility Report Calendar - Emergency Closure

- If your facility is requesting subsidy and Revenue Grant payment for an emergency closure (including snow days), facilities must charge all families (subsidized and non-subsidized) full fees.
- On the Facility Report calendar, an emergency closure day must be:
 - Marked as OPEN.
 - In the Explanation/Comment section on the Facility Authorization and Sign off page, note the date of the emergency closure, the reason and that all families were charged fees.
 - Included in each child's total days attended (not in the absent days total) for each child who would normally have attended on that day.

Facility Report – Infant or Pre-School Attendance

Infant Children Attendance Report

Centre (Facility No:

Current Reporting Period 2024/06/23 - 2024/07/20

← Your Facility name and Facility ID number appear here

Use this page to report the attendance of:

- children classified as 'infants'; those that are younger than two (2) years old.
- children over the age of two (2) who have been issued an age exemption to attend child care as an infant.

If a child has their second birthday during this period, then the days that they attend up to the day of their birthday should be reported here. The days that they attended after and including their birthday should be reported on the preschool attendance list.

[Close](#)

[Sort List By Name](#)

[Printable List](#)

[Add Child](#)

Click **Add Child**: to add a new child.

For children currently on **list**: click on child's name to enter attendance and an event (when applicable).

Active Children		ID	Birth Date	0-4	4-10	10+	Event	
✓ 1	Child_D		2024/01/01		10/0		📅 2024/07/05	Inactivate
✓ 2	Child_A	HN123456	2024/01/01		20/0			Inactivate
✓ 3	Child_B		2024/01/01		10/10			Inactivate

Click **Inactivate** to move child from Active list to Inactive list

Inactive Children		ID	Birth Date	
1	Child, C	HN234567	2024/01/01	Activate Delete

Click **Delete** to remove child from Inactive list

Events Key:



Enrolled

Facility Report - Events Key

There should be only one event entered for a child on an infant, preschool or school age attendance list, unless a child is enrolled and withdrawn in the same Reporting Period.

Events Key:		For a child that is:
	Enrolled ←	NEWLY enrolled - date entered is first day attending your facility
	Withdrawn ←	Withdrawn - date entered is the last day attending your facility
	Transferred In ←	Age Change – date entered is first day in a new older age category in your facility
	Transferred Out ←	Age Change – date entered is last day in younger age category in your facility

Facility Report – Infant or Pre-School Attendance

Creating attendance for new Preschool Child.

Child ID

Last Name

Birthdate (yyyy/mm/dd)
 

First Name

Event 1

Date 1 (yyyy/mm/dd)
 

Event 2

Date 2 (yyyy/mm/dd)
 

For a child on Active list: these fields will be pre-populated (filled) for you.

For a new child: these fields need to be completed. Be careful to enter information correctly (when applicable, enter exactly as written on Subsidy Approval Letter).

When applicable: select type of event from drop down (Enrolled, Withdrawn, Trans In or Trans Out) and select date from the pop-up calendar.

The Reduced Parent Fee Revenue Grant payment is calculated on children's enrolment at the facility. On a day where a child attends for fewer hours than enrolled, report that day along with the regular attended count. (For example, if a child is enrolled for 4-10 hours a day and leaves after 3 hours. Record that day of attendance as 4-10 hours not 0-4 hours). This will ensure that your Reduced Parent Fee Revenue Grant payment is calculated accurately.

Record a child as absent when they are enrolled to attend but are away. The Reduced Parent Fee Revenue Grant payment will be paid for enrolled absent days.

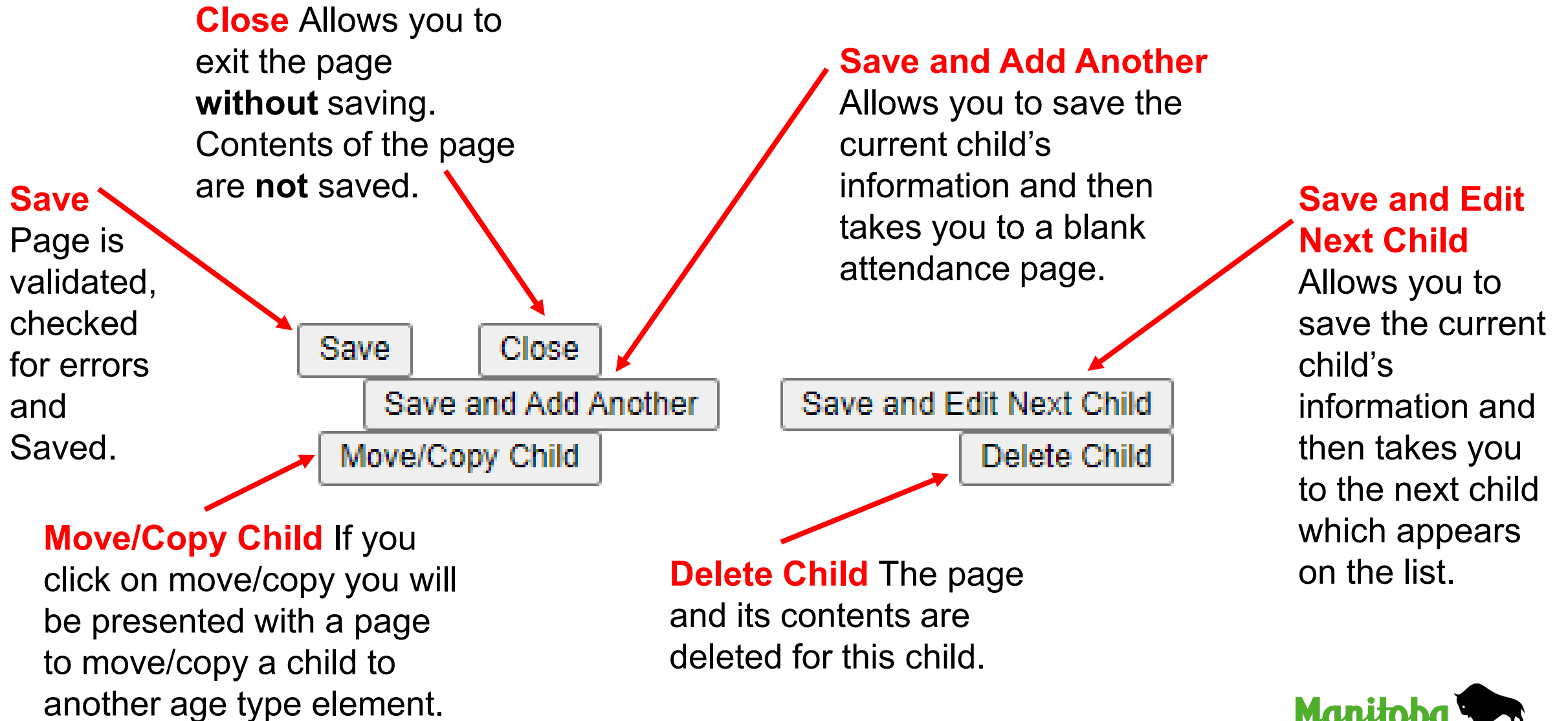
Hours	Att	Abs
0-4		
4-10		
10+		

Child Attendance/Absence
Summary (in days)

Enter number of days attended (Att) and number of days absent (Abs) under the type of care hours that the child is enrolled for.

Then select the appropriate attendance command button (next screen).

Attendance Command Buttons



Facility Report – School Age Attendance

School Age Children Attendance Report

Centre (Facility No:)
Current Reporting Period 2024/06/23 - 2024/07/20

Close

Sort List By Name

Printable List

Add Child

Active Children		ID	Birth Date	Per 1 0-4	Per 2 4-10	Per 3 10+	Event
✓ 1	Child, A	SP123456	2017/10/20	Reg		5/0	<button>Inactivate</button>
				Sum		12/3	
✓ 2	Child, B	HN123456	2016/10/30	Reg		4/1	<button>Inactivate</button>
				Sum		15/0	

Inactive Children

ID

Birth Date

1	Child, C	SP234567	2013/08/29	<button>Activate</button>	<button>Delete</button>
---	--------------------------	----------	------------	---------------------------	-------------------------

Close

Sort List By Name

Printable List

Add Child

School Age is different due to school days and non-school days.

School day attendance shows on top row.

Non-school day attendance shows on bottom row.

Facility Report – School Age Attendance

Creating attendance for new School Age Child.

Child ID

Last Name

Birthdate (yyyy/mm/dd)

Event 1

Date 1 (yyyy/mm/dd)

First Name

Event 2

Date 2 (yyyy/mm/dd)

Regular = School days

In-services & Holidays = School in-services, winter and spring breaks (including recognized holidays and ELCC PD closure days) from September 1 to June 30.

Summer = All days between July 1 and August 31

Evening & Weekend = For facilities specifically licensed for evenings and weekends to enter school age attendance.

The Reduced Parent Fee Revenue Grant payment is calculated on children's enrolment at the facility. On a day where a child attends for fewer hours than enrolled, report that day along with the regular attended count. (For example, if a child is enrolled for 4-10 hours a day and leaves after 3 hours. Record that day of attendance as 4-10 hours not 0-4 hours). This will ensure that your Reduced Parent Fee Revenue Grant payment is calculated accurately.

Record a child as absent when they are enrolled to attend but are away. The Reduced Parent Fee Revenue Grant payment will be paid for enrolled absent days.

Regular			Inservice & Holiday			Summer			Evening & Weekend		
Period	Att	Abs	Hours	Att	Abs	Hours	Att	Abs	Hours	Att	Abs
1			0 - 4			0 - 4			0 - 4		
2			4 - 10			4 - 10			4 - 10		
3			10 +			10 +			10 +		

Facility Report – School Age Payment Policy

■ In-Service Days

- When a child does not attend school because classes are closed for a prolonged period, such as all morning, all afternoon, or both.
- It may also occur a child is absent from school for more than a half day but less than a full school day; such as on the last day of school when no classes are held but children are required to attend briefly.
- Subsidy is paid at the full-day rate for in-service days.

■ Early Dismissal from School

- When classes end earlier than usual and result in an absence from school of less than a half day.
- Subsidy is paid at the regular school day rates (e.g. 1, 2 or 3 periods).

Facility Report – School Age Payment Policy

- **Suspension from School**

- If a child has been suspended from school and the family asks the facility to provide full day care during the suspension:
 - If the facility agrees to provide the additional care, subsidy and the Revenue Grant will be paid at the regular school day rates of attendance (e.g. 1, 2 or 3 periods).
- In exceptional circumstances, full day attendance/fee rates during a child's suspension period may be approved by the department at the request of the family and provider. Contact your Child Care Coordinator.

Facility Authorization and Sign Off

Facility Authorization and Sign Off by

← “Completed by” name will appear here

← Your Facility Name and Facility ID appear here

Current Reporting Period 2024/10/13 - 2024/11/09

Date Report Completed

2024/11/13



yyyy/mm/dd

← From pop up calendar, pick date completed.

Completed By:

Enter your name here

I hereby certify that the information provided in the Facility Report is accurate. ☒ Yes

Explanation/Comments

Enter important information here e.g. if PD closure or emergency closure occurred in the Reporting Period.

Save

Save as Working Copy

Close

Save - Page is validated, checked for errors and Saved. If a page is error free, a checkmark will appear by the item on the Menu.

or

Save As Working Copy
Page is saved without the validation check. Working Copy is available for up to 31 days.

Submitting Your Facility Report

Facility Reporting Menu

UAT B (Facility No: 1002)
Current Reporting Period 2024/06/23 - 2024/07/20

View/Modify:

Facility Reporting Menu



Facility Name and Reporting Period for
UAT Brooklands Centre : 2024/06/23 - 2024/07/20
Facility Authorization and Sign Off by Carla K
Pre-school Children Attendance Report
School Age Children Attendance Report
Nursery Sessions Attendance Report

View:

[Printable List](#)

Create:

[Infant Children Attendance Report](#)
Pre-school Children Attendance Report
School Age Children Attendance Report
Nursery Sessions Attendance Report

Save As Working Copy

Submit

First - Check attendance reports for each age group to make sure information is entered completely and correctly for all children.

If there are no validation errors in the attendance report, it has a green checkmark.

If more information or changes are required, click **Save As Working Copy**.

- Working Copies are available for up to 31 days

If everything is complete, click **Submit**.

- Record the Submission Number

Facility Payment Summary

- A Facility Payment Summary is sent to a facility after a Facility Report has been assessed and CCO initiates the payment process.
- The Facility Payment Summary includes:
 - Details for each child receiving subsidy, including allowable absent days remaining (at the end of that report).
 - Details of the Reduced Parent Revenue Grant payment for funded facilities.

Remember to review the Facility Payment Summary and report any discrepancies (errors, omissions, etc.).

Funded facility - the Reduced Parent Fee Revenue Grant is detailed in a separate section.

Family Contribution
does not include the non-
subsidized daily fee.

Days Attended / Days Absent												Days Paid / Absent Days Paid												Total Cost	Family Contrib.	Prov. Portion												
Regular 0-4 4-10												Regular 0-4 4-10																										
												Child's Name												Absent Days Remaining: 34														
0	20	0	0	0	0	0	0	0	0	0	0	0	20	0	0	0	0	0	0	0	0	0	0	\$160.00	\$0.00	\$160.00												
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0															
																								Net payable per child:		\$160.00												

Facility Payment Summary

Unfunded Facilities – Additional Subsidy

- To offset the reduction in parent fees that were effective on April 2, 2023 or December 8, 2024:
 - ❑ An additional subsidy is paid to unfunded facilities on behalf of eligible families.
 - ❑ It is equivalent to the difference between the previous and new fees for your facility type.
 - ❑ It is paid through the regular subsidy reporting and payment process.
 - ❑ As mentioned on a previous slide, the Total Cost of Care on a Subsidy Approval Letter does not include the Additional Subsidy, but CCO will pay the additional subsidy.
 - ❑ It does not appear as separate amount on the Facility Payment Summary. It is included in the Provincial Portion on the Facility Payment Summary.

Unfunded facility

Family Contribution does not include the non-subsidized daily fee. [REDACTED]

Total Cost includes the Additional Subsidy that was not included on Subsidy Approval Letter. ■

Days Attended / Days Absent										Days Paid / Absent Days Paid																						
Regular 0-4 4-10										Regular 0-4 4-10										Total Cost	Family Contrib.	Prov. Portion										
										Child's Name										Absent Days Remaining 34												
0	18	0	0	0	0	0	0	0	0	0	18	0	0	0	0	0	0	0	0	0	18	0	0	0	0	0	0	0	0	\$357.20	\$0.00	\$357.20
0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0			
																				Net payable per child:					\$357.20							
TOTAL PRESCHOOL AMOUNT																				\$357.20												

Facility Payment Summary

Funded Facility – Reduced Parent Fee Revenue Grant

Total Number of Payable Days =
days attended/days absent for all
children in a Type of Care.

**Revenue Grant rate for centre or
home where provider is an ECE II or III**

REDUCED PARENT FEE REVENUE GRANT

TYPE OF CARE	HOURS	NUMBER OF ELIGIBLE CHILDREN	TOTAL NUMBER OF PAYABLE DAYS	GRANT RATE	GRANT AMOUNT
Infant	4-10	5	100	\$20.00	\$2,000.00

TOTAL INFANT GRANT AMOUNT \$2,000.00

TYPE OF CARE	HOURS	NUMBER OF ELIGIBLE CHILDREN	TOTAL NUMBER OF PAYABLE DAYS	GRANT RATE	GRANT AMOUNT
Preschool	0-4	1	5	\$5.40	\$27.00
	4-10	30	589	\$10.80	\$6,361.20

TOTAL PRESCHOOL GRANT AMOUNT \$6,388.20

TYPE OF CARE	HOURS	NUMBER OF ELIGIBLE CHILDREN	TOTAL NUMBER OF PAYABLE DAYS	GRANT RATE	GRANT AMOUNT
School Age	4-10	31	527	\$10.80	\$5,691.60
	3P	31	93	\$0.30	\$27.90

TOTAL SCHOOL AGE GRANT AMOUNT \$5,719.50

Facility Payment Summary

Funded Facility – Reduced Parent Fee Revenue Grant

Total Number of Payable Days =
days attended/days absent for all
children in a Type of Care.

Revenue Grant rate for home where
provider is not an ECE II or III

REDUCED PARENT FEE REVENUE GRANT

TYPE OF CARE	HOURS	NUMBER OF ELIGIBLE CHILDREN	TOTAL NUMBER OF PAYABLE DAYS	GRANT RATE	GRANT AMOUNT
Infant	0-4	1	3	\$6.10	\$18.30
	4-10	3	50	\$12.20	\$610.00
	10+	2	7	\$18.30	\$128.10

TOTAL INFANT GRANT AMOUNT \$756.40

TYPE OF CARE	HOURS	NUMBER OF ELIGIBLE CHILDREN	TOTAL NUMBER OF PAYABLE DAYS	GRANT RATE	GRANT AMOUNT
Preschool	0-4	1	3	\$4.10	\$12.30
	4-10	2	35	\$8.20	\$287.00
	10+	1	2	\$12.30	\$24.60

TOTAL PRESCHOOL GRANT AMOUNT \$323.90

TYPE OF CARE	HOURS	NUMBER OF ELIGIBLE CHILDREN	TOTAL NUMBER OF PAYABLE DAYS	GRANT RATE	GRANT AMOUNT
School Age	4-10	1	13	\$8.20	\$106.60
	3P	1	7	\$0.30	\$2.10

TOTAL SCHOOL AGE GRANT AMOUNT \$108.70

Facility Payment Summary

Reduced Parent Fee Revenue Grant Calculations

Calculation: Total Number of Payable Days x Grant Rate = Grant Amount

REDUCED PARENT FEE REVENUE GRANT

TYPE OF CARE	HOURS	NUMBER OF ELIGIBLE CHILDREN	TOTAL NUMBER OF PAYABLE DAYS	GRANT RATE	GRANT AMOUNT
Infant	4-10	5	100 X	\$20.00	= \$2,000.00

TOTAL INFANT GRANT AMOUNT \$2,000.00

If there is more than 1 Type of Care for an age group, the 2 Grant Amounts are added together for the Total Grant Amount.

TYPE OF CARE	HOURS	NUMBER OF ELIGIBLE CHILDREN	TOTAL NUMBER OF PAYABLE DAYS	GRANT RATE	GRANT AMOUNT
School Age	4-10	31	527	\$10.80	\$5,691.60
	3P	31	93	\$0.30	+ \$27.90

TOTAL SCHOOL AGE GRANT AMOUNT \$5,719.50

Facility Payment Summary - Review

- Facilities are required to **verify the Facility Payment Summary** and **report** any errors, omissions, etc. to their Subsidy Advisor **within 30 days**.
- Requests for adjustments must be submitted on the Supplement/Adjustment – Facility Child Attendance Report form.
 - It can be emailed to your Subsidy Advisor or cdcsubsidy@gov.mb.ca.
 - It can also be mailed or faxed to your Subsidy Advisor's attention.
- If an adjustment is required for a subsidy application approved for enrolment during the reporting period that has already been paid, the adjustment should be done immediately by the Subsidy Advisor and the Supplemental form is **not** required.
 - Please contact your Subsidy Advisor if adjustment was not done.

Adjustments - Supplemental Form



CHILD CARE SUBSIDY
Supplement/ Adjustment - Facility Child Attendance Report

Facility I.D.# _____ for the Reporting Period of: _____ 20 ____ to _____ 20 ____ .
Facility Name _____

Child ID	Last Name	First Name	Birthdate	ACTUAL Attendance Information											Reason for Supplement/Adjustment
				Infant 0 – 4	Infant 4 – 10	Pre-school 0 – 4	Pre-school 4 – 10	1 Period	2 Period	3 Period	In-service	Regular Summer	Evening Weekend	10+	
SP0001	Doe	Jane	2000/01/01					15			3				SAMPLE
								0			2				

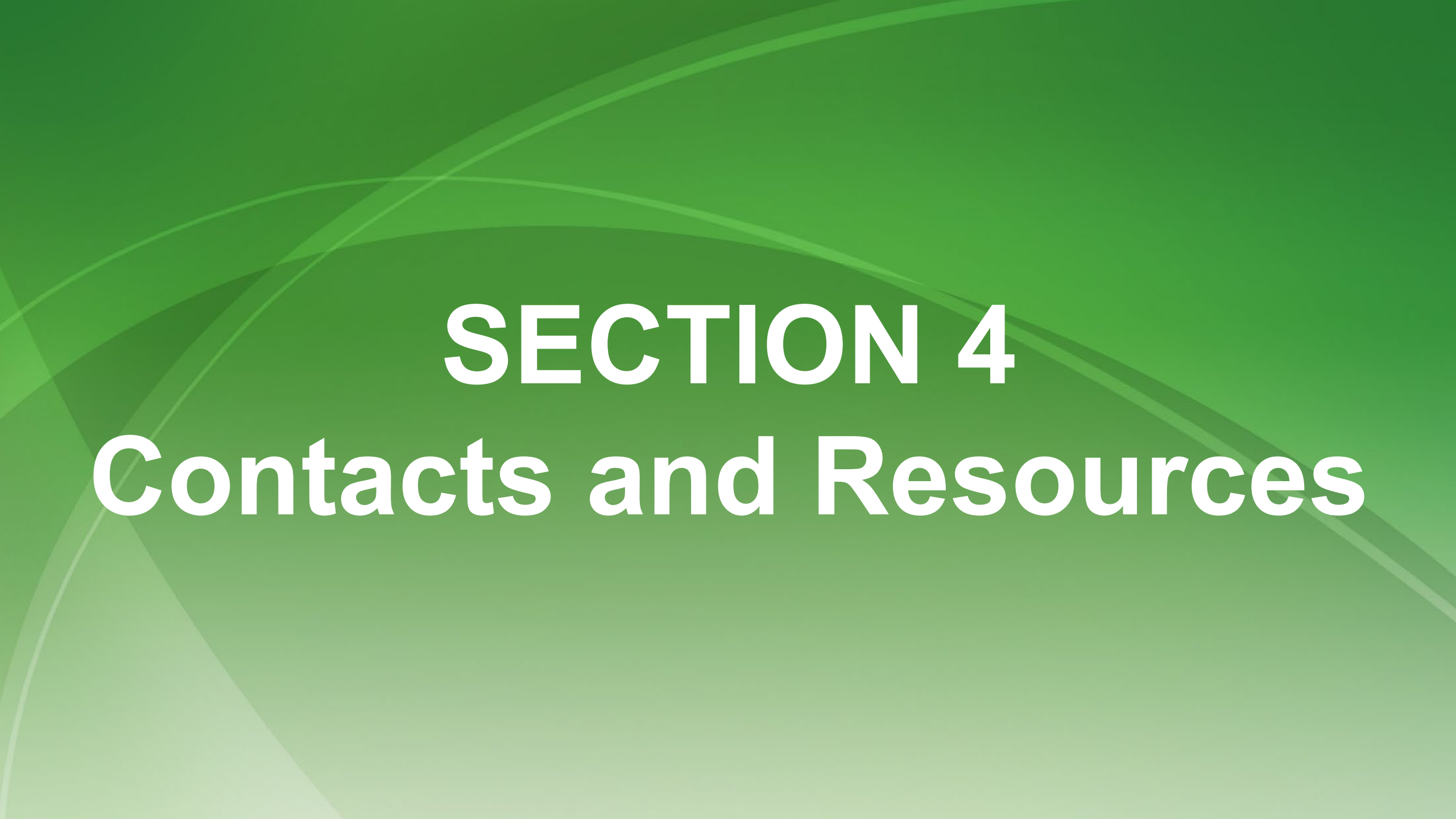
Authorizing Signature

Date

Corrections and Adjustments to a processed Facility Report must be submitted on the **Supplement/Adjustment – Facility Child Attendance Report form.**

- Adjustments may not be completed right away, depending on work volume.
- Please allow up to 2 weeks for your adjustment to be completed.



The background is a solid green color with several overlapping, semi-transparent, curved lines in varying shades of green, creating a dynamic, abstract pattern.

SECTION 4

Contacts and Resources

Contacts and Resources



Need help paying for child care?

The Manitoba Child Care Subsidy Program provides financial support for eligible families to reduce child care fees for children under the age of 12.

Program eligibility depends on a few factors, including income, the number of children you have and their ages, the number of days you need care and the reasons you need care.



To learn more, visit
[Manitoba.ca/childcaresubsidy](https://www.manitoba.ca/childcaresubsidy)

To help families be aware of the Child Care Subsidy Program, please:

- Hang up the poster in your facility.
- Give postcards to interested families.
- Download and print copies of the Child Care Subsidy Program poster or postcard at:
www.manitoba.ca/education/childcare/resources/publications.html.
- To request hardcopies of postcards to be mailed to you, please email cdcinfo@gov.mb.ca.

Contacts and Resources

If you are not a Child Care Online user:

Visit www.gov.mb.ca/education/childcare/ to register for a username and password.

To set up Direct Deposit:

Email: ELCCFinance@gov.mb.ca

Child Care Online technical support: cdcfacility@gov.mb.ca

View Facility (Child Attendance) Reporting periods at:

www.manitoba.ca/education/childcare/centres_homeproviders OR login Child Care Online, find under section Facility Report.

For a copy of Circulars, FAQs and Webinars:

www.manitoba.ca/education/childcare/childcare_news/current_circulars.html

Contacts and Resources

Child Care Subsidy Program

Email: cdcsubsidy@gov.mb.ca

Phone: (204)945-8195 or (toll-free: 1(877)587-6224)

Fax: (204)948-2143

www.manitoba.ca/education/childcare/families/childcare_subsidies.html

Early Learning and Child Care - General Inquiries

Email: cdcinfo@gov.mb.ca

Phone: 204-945-0776 (toll-free: 1-888-213-4754)

Website: www.manitoba.ca/childcare

Questions?