

# ONLINE FUNCTIONS FOR REGISTERED CENTRES

Registered Child Care Online users can access various online services to help them complete administrative work quicker and easier.

Registered users are able to view and update their Facility Attendance Reports, Record of Child Care Employees, Board of Directors, program and vacancy information for the Licensed Child Care Search.

Registered users can also complete and submit a Serious Injury Notification and an annual licence renewal notification to the Manitoba Child Care Program.

Registered users, approved for provincial operating grants, may also apply for their grant online and complete and submit their annual budget.

To use the online services, an ID and password must be assigned to you by the Manitoba Child Care Program. Please call Child Care Information Services at **204-945-0776** in Winnipeg or toll free **1-888-213-4754** for information on how to get your ID and password.

# PROGRAM HIGHLIGHTS AND VACANCY INFORMATION

More families than ever before are searching for child care online using the Licensed Child Care Search at [www.manitoba.ca/childcare](http://www.manitoba.ca/childcare). It is important to provide unique program information about your centre, including space vacancies. The more information provided online, the easier it is for families to find child care.

Centres that are not yet registered users of Child Care Online may still have program highlights and vacancy information about their centres posted on the Child Care Online website.

Entering information online is simple and takes only a few minutes. Please call the Manitoba Child Care Program in Winnipeg for assistance at **204-945-0776** or toll free **1-888-213-4754**.