

Online Child Care Registry Guide

For Child Care Providers

Introduction

The Online Child Care Registry is an online tool that parents can use to easily find and apply for space with child care providers. When they change their information, your wait list is updated right away. You will be able to see current information about families that want space in your facility.

The Guide

This guide explains how to log onto the Online Child Care Registry, how to use your wait list and update information about your facility.

Getting Started

- Go to: www.gov.mb.ca/fs/providerupdate
- Click on : Login
 - **New User?** Click on New User and follow the instructions and prompts to register.
 - **Already registered?** Enter username and password. It will take you to the 'Accept the terms of use'. Once accepted, click 'save', you will go to 'My Facility' page.

My Facility

This page provides information about your facility. On this page you can:

- **Hide my name:** Only select this if you are a home provider. If you hide your name parents will see Home Child Care
- **Hide my address:** If you hide your address, your facility will not appear on the parent's search map.
- **Language:** Select the language in which you offer care (English/French/Bilingual/Immersion).
- **Phone number/fax/email:** Update your number or email address.

For any other changes, contact your Online Child Care Administrator at the Contact Us information noted on this guide.

My Programs

This page is for viewing only. It lists the types of programs you offer and the hours as described in your licence. If this information is incorrect, please email or call the Registry team.

My Wait List

Your list provides information about the children that are registered with your facility, the type of care needed and when, and how to contact a parent. You can make your **search** more specific by choosing any of the following single criteria or multiple criteria. **Note:** *clear all the boxes to see your complete list.*

- **When care is needed:** The 'Required From' date will always show as four months prior to the current month and the 'Required To' date will be three months later. Click your mouse in either of these date boxes and a calendar will appear where you can choose other dates or simply type in a new date.
- **Age:** Click on the down arrow and select an age. Age is shown in years and months.
- **Family Name:** Enter the family's last name. It is best to clear all other search criteria first.
- **Adult institution:** Click on the down arrow. This list will help you look for children with parents that may be working for a specific company, a member of an organization or attending a specific educational institution.
- **Include children from Shared List:** Selecting this option may include additional children in the area that match your profile. The parent would have agreed to consider any opening in the area.

Your List

- **Headings on your list:** Click on any of the headings in a column and the information will automatically sort the list. For example, click on Requirement Date and it will sort the list based on the Child Name column by the oldest date required. To reverse the order, click on the Requirement Date heading again.
- **Child Details:** Double click on a *Child Name* to see details about the child, care requirements, hours of need and contacts. You can only change information on the Child screen. The Notes tab lets you record items that only you can see.

Child	Requirements	Hours	Notes	Main Contact	Other Contact
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Child Screen

- **Priority:** you decide to mark a child record as a priority for your programs, or not
- **On Prior Wait List** (view only): This means that the parent has indicated that the child was on your wait list before the Registry was set up.
- **Unconfirm Prior Wait List:** Select this if the child was not on your prior wait list.
- **Shared List** (view only): This may be checked by the parent to indicate that they will consider any opening.
- **Status:** You can change the status of a child from open to placed or closed.
 - Open: They currently need care and are visible on your list and possibly other providers' lists as well.
 - Placed: When you place a child, they will be removed from ALL wait lists.
 - Closed: Selecting this will remove the child from your wait list; they will remain on other lists.

Note: *Parents will automatically be notified by email when placed or closed is selected.*

Placed/Closed Date: Click in the box, a calendar will appear. You must enter a date.

Closed Reason: You must choose a reason for closing a record.

Logout

Click on the Logout button on the right hand side of the Online Child Care Registry heading.

Contact us at: onlinechildcareregistry@gov.mb.ca
Call (204) 945-0776 Winnipeg or toll free 1-888-213-4754
From 8:30 a.m. to 4:30 p.m. weekdays