

**CIRCULAR**

**Date:** April 1, 2020

**CIRCULAR NUMBER:** COVID-19: 2020-45

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**To:** Child Care Centres, ELCC program staff

**Subject: Daily Protocols for Filling Available Child Care Spaces**

**Program(s): All**

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**Type:**  Policy  For Internal Reference Only  
 Procedure  Information Only

**Effective Date** Immediately

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**Topic: Submitting the number of available spaces and checking email daily**

To assist with the timely enrollment of children, and ongoing communication within the sector, please be advised of the following daily protocols:

- Update the number of available spaces in your facility each evening via e-form <https://eswchildcare.ca/>
- Check your email daily (including spam folder) for a new list of children of Critical Service Providers looking for spaces.
- Check your email daily for information circulars or review circulars online: [www.manitoba.ca/covid19/infomanitobans/famcirculars.html](http://www.manitoba.ca/covid19/infomanitobans/famcirculars.html)
- Child Care Coordinators are still available to answer questions and provide support. In order to effectively respond to the volume of calls and emails in a timely way, we are using a central call number.
- If you have any questions, please email [cdcinfo@gov.mb.ca](mailto:cdcinfo@gov.mb.ca) or call Manitoba Government Inquiry at 204-945-3744 or toll free at 1-866-MANITOBA (1-866-626-4862). Manitoba Government Inquiry staff are working with the ELCC program, including Child Care Coordinators, to respond directly and refer calls and emails when needed.

Sincerely,  
Early Learning and Child Care Program