

**CIRCULAR**

**Date:** April 9, 2020

**CIRCULAR NUMBER:** COVID-19: 2020-56

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**To:** Child care facilities, ELCC program staff

**Subject:** **Temporary Licenced Child Care Search Tool**

**Program(s): All**

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

**Effective Date** Immediately

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**Topic: Instructions for Child Care Providers**

The ELCC program has developed a Temporary Licensed Child Care Search tool to help connect Manitoba's critical services workers with your facility. Information in this circular will help you access your account.

**How do I get started?**

- To begin, please review your email that you will receive on Tuesday. This email will include the following;
- Steps on how to access your account by logging in using the link provided in your email April 14<sup>th</sup>.



## Facility Log in

Use your facility id to log in.

Facility Id

Password

Remember me?

**LOG IN**

- Your login information will be included in an email that you will get on Tuesday April 14<sup>th</sup> about the website. Once you have entered it, please feel free to use the save password function to remember the password. The username and password are unique to your facility and cannot be changed.
- If you operate multiple facilities, you will have an individual login and welcome email for each licensed location. At this point, the accounts will remain separate and need to be managed individually.
- After logging in, you will see a simple form with your contact information and current vacancies.

## Manage Facility Information

Facility Id	99999
Facility Name	Early Learning and Chld Care
Email	email@mail.com
Phone number	204-123-1234
<input checked="" type="checkbox"/> Are You Open?	
Preferred Contact Method	<input checked="" type="radio"/> No Preference <input type="radio"/> Phone <input type="radio"/> Email
<hr/>	
<h3>Capacity</h3>	
Remaining Capacity Age 0-2	3
Remaining Capacity Age 2-12	10
<hr/>	
<h3>Availability</h3>	
<input type="checkbox"/> Open Weekdays	
<input checked="" type="checkbox"/> Open Evenings	
<input type="checkbox"/> Open Overnight	
<input type="checkbox"/> Open Weekends	
<input type="button" value="SAVE"/>	

- Following your first login attempt, please confirm that your phone number and email are correct and choose your preferred method of contact.
- Next, enter the number of vacant spaces you currently have. Confirm both your infant vacancies (0-2 years of age) and your non-infant vacancies (2-12 years of age). For the duration of the COVID-19 response, preschool and school age groupings are combined given the recommendations of the chief public health

officer. Your facility profile displays these vacancies in the search tool accessed by Manitoba Families.

- When you have finished entering your information, save changes with the “save” button at the bottom of the form.

### **What do I do when families contact me?**

- Parents needing child care will be contacting you directly using the contact information you provide on your profile. Match lists will no longer be sent from the Early Learning and Child Care program.
- When contacted, answer any questions the parent has about your services and if they would like to enroll their child, accept them if you have space. After accepting a child, please login to your account and update your vacancies. Each time you fill a space and save your changes, the current vacancies are adjusted on the child care search tool.
- This step is very important to make sure parents see current information and that you are not receiving calls for spaces that are no longer available. Here is an example of what a family sees when viewing your profile.

## Early Learning and Child Care Less ▾

📍 [View on Google Maps](#)

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**Facility Information**

☎️ 204-123-1234  
 ✉️ email@mail.com  
 🗣️ English Only

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**Address**

📍 114 Garry St  
 Winnipeg, Manitoba  
 R3K 0Z8

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**Regional Information**

Region: WINNIPEG  
 Area ST. JAMES ASSINIBOINE  
 Neighbourhood: WESTWOOD

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**Availability**

Open Weekdays	Open Weekends	Open Evenings	Open Overnight
✕	✕	✓	✕

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**Remaining Vacancies**

Age Below 2	Age 2-12
0	11

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Facility Type: CENTRE
ST. JAMES ASSINIBOINE

**Does this tool replace the Online Child Care Registry?**

- No. This tool should only be used as a solution for the temporary child care needs for essential and critical service workers. Families looking for regular child care should be redirected to the Online Child Care Registry. The temporary spaces offered to children during this time are as a result of an immediate response to COVID 19. These spaces will not replace the care needs of families who previously had spaces in your facility before the COVID-19 response.

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 1-866-MANITOBA (1-866-626-4862).

Thank you for your continued patience and compliance with new guidelines to better serve families and childcare facilities during this challenging time.

Sincerely,  
 Early Learning and Child Care Program