**EARLY LEARNING AND CHILD CARE PROGRAM CIRCULAR**

**Date: July 30, 2020**

**CIRCULAR NUMBER: ELCC-2020-07**

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**To:** Early Learning and Child Care Facilities, Early Learning and Child Care (ELCC) Program staff and Child Care Subsidy Program staff

**Subject:** Policy for Funded Facilities – Attendance Reporting Requirements

**Reference:** Community Child Care Standards Act and Manitoba Regulation 62/86

**Effective Date: Immediately**

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| **Type:** | ☒ Policy | ☒ All Funded Facilities | ☒ Action Required |
|---|---|---|---|
| | ☒ Procedure | ☐ Centres | ☐ Information Only |
| | ☐ Licensing | ☐ Nursery Schools | |
| | ☒ Financial | ☐ Family/Group Homes | |
| | ☐ Canada-MB Agreement | | |

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To Centre Directors, Board Chairs and Home-Based Providers:

This circular is a reminder of your responsibility to submit complete attendance reports for all children enrolled in your facility in a timely manner. The attached policy outlines the attendance reporting requirements for centres, nursery schools and home-based providers, in receipt of provincial operating funding.

All funded early learning and child care facilities are required to submit a monthly attendance report, even if a facility does not have any subsidized families in enrolled.

Attendance information for all children, including children whose families do not receive a fee subsidy must be included on the report.

Funded facilities must complete and submit a *Facility Child Attendance Report* through the Child Care Online system within 30 days of the end of each four-week attendance reporting period.

If your facility is not currently a Child Care Online user, please visit https://www.gov.mb.ca/fs/childcare/centres_homeproviders/cco_login.html to register for a user name and password. If you have questions about the registration process, please email cdcfacility@gov.mb.ca or call Child Care Information Services at 204-945-0776 in Winnipeg or 1-888-213-4754 (toll-free).

If you have questions about how to complete and submit your *Facility Child Attendance Report* through Child Care Online, please email cdcsubsidy@gov.mb.ca or call the Child Care Subsidy Program Intake Line at 204-945-8195 in Winnipeg or 1-877-587-6224 (toll free).

Early Learning and Child Care Program

Attachments:

*Policy for Funded Facilities - Attendance Reporting*