

Funded Facilities: Attendance Reporting Requirements	
Applicable to:	Funded Early Learning and Child Care Facilities
Effective Date:	July 30, 2020

## POLICY STATEMENT

This policy provides clarification regarding the attendance reporting requirements for early learning and child care facilities in receipt of provincial operating funding. Attendance information for all children must be included on the *Facility Child Attendance Reports* submitted by facilities through Child Care Online.

## BACKGROUND

Manitoba Regulation 62/86 Section 37(5) outlines that for the purpose of determining the actual amount of financial assistance and as a condition of making grant payments to a licensed facility, the director of the Early Learning and Child Care Program may establish procedures and require a licensee to submit information, documents and returns with respect to the operation of the facility.

Since the development of the Child Care Online system, facilities in receipt of provincial operating funding have been 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. This information is needed to accurately assess a facility's total usage of spaces and the corresponding level of operating grant funding to be provided by the government, and when applicable, to determine a facility's subsidy payments.

## POLICY AND PROCEDURES

- 1) All centres (including nursery schools) and home-based facilities in receipt of provincial operating funding are required to report the attendance of **all** children enrolled in their facility, including children whose families do not receive a fee subsidy.
- 2) Monthly *Facility Child Attendance Reports* are required even if a facility does not have any children in attendance whose families receive a fee subsidy.
- 3) 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.
- 4) A *Facility Child Attendance Report* must include:
  - The days the facility was open and closed in the reporting period.
  - The first and last names and the birth date of every child who attended the facility during the reporting period listed in their respective age categories (infant, preschool, school age or nursery school).
  - The unique Child ID of any child whose family has qualified for subsidy.
  - An accurate record of the number of days of each child's attendance and absences grouped by the care type attend (0-4 hours, 4-10 hours, 10+ hours, 1 period, 2 period, 3 period, in-service, overnight, evening and/or weekend).
- 5) The information provided on the *Facility Child Attendance Report* must agree with the facility's daily attendance record, which may be verified through a random audit.

Cross Reference	
Legislation	The Community Child Care Standards Act and Manitoba Regulation 62/86
Reference Forms	<i>Facility Child Attendance Report</i> form
Approved Date	July 2020
Review Date	July 2021
Comments	