

Appendix: 2023 Closures and Subsidy Payments

Your licensed early learning and child care (ELCC) facility can receive subsidy payment on behalf of eligible families for the following holidays:

Holidays	Dates
New Year's Day (January 1, 2023)	Approved Alternate Closure Day: Monday, January 2, 2023
Louis Riel Day	February 20, 2023
Good Friday	April 7, 2023
Victoria Day	May 22, 2023
Canada Day (July 1, 2023)	Approved Alternate Closure Day: Monday, July 3, 2023
Labour Day	September 4, 2023
Thanksgiving Day	October 9, 2023
Remembrance Day (November 11, 2023)	Approved Alternate Closure Day: Monday, November 13, 2023
Christmas Day	December 25, 2023
New Year's Day	January 1, 2024

If you choose to observe any of the above days as holidays, subsidies may be paid on behalf of eligible families. Subsidies will only be paid for these holidays if your facility is normally open but is closed on the actual date or approved alternate closure date noted above. If your facility wishes to remain open on any of these days, you must ensure compliance with [Employment Standards](#).

The Manitoba government is continuing to engage with Indigenous leadership, residential school survivors and education stakeholders on the steps needed to make the National Day of Truth and Reconciliation a meaningful day for Indigenous peoples and Manitobans. In 2023, September 30 falls on a Saturday, and as it is not a general holiday an alternate closure day will not be designated for ELCC facilities at this time.

In addition to the holidays listed above, your facility can receive subsidy payment on behalf of eligible families for the following days:

Holidays	Dates
Easter Monday	April 10, 2023
Terry Fox Day	August 7, 2023
Boxing Day	December 26, 2023

Alternate Closure Days

- 1) If you choose to close for one of these three holidays on an alternate day that occurs in the **same** subsidy reporting period:
 - You must note the alternate closure information in the Explanation/Comments section of the *Facility Attendance Payment Report Authorization and Sign Off* page.

- 2) If you choose to close for one of these three holidays on an alternate day that occurs in a **different** subsidy reporting period:
- It must be **approved in advance** by Child Care Subsidy Program.
 - As in the past, a facility may choose to use an alternate closure day to allow centre staff or family providers to attend the Manitoba Child Care Association (MCCA) conference on either Thursday, May 25 **or** Friday, May 26, 2023. The previous policy exemption continues; prior written approval from the Subsidy Program is **not** required in this case.
 - You must note the alternate closure information in the Explanation/Comments section of the *Facility Attendance Payment Report Authorization and Sign Off* page for the subsidy reporting periods:
 - In which the holiday occurs; and
 - In which the alternate closure date occurs.

ELCC Professional Development (PD) Day

New: Your facility can receive subsidy payment on behalf of eligible families for a professional development day on a date selected by the facility.

- 1) If your facility chooses to close for an ELCC PD Day, email the following information to your Child Care Coordinator at least six (6) weeks in advance of the proposed closure date for approval :
- Facility Name
 - Facility ID Number (for organizations with multiple sites, include Facility ID Numbers for all sites closed for the PD day)
 - Date of PD day
 - Title of Professional Development
 - Description of Training
 - Subject Line: Facility Name, Facility ID Number and Professional Development Day.
- 2) On your Facility Attendance Payment Report for the subsidy reporting period in which the ELCC PD Day closure falls:
- Pick “Stat/Closed” from the calendar drop down for the date of the ELCC PD Day on Facility Name and Reporting Period page.
 - Do not pick “in-service” from the calendar drop down as this indicates a school in-service.
 - You must note that an ELCC PD day was held on DD/MM/YYYY in the Explanation/Comments section of the Facility Authorization and Sign Off page.
 - Report attendance for all children enrolled (do not indicate as absent).

Subsidy payment on behalf of eligible families for any recognized holiday (or alternate closure day) listed or the ELCC PD Day will only be made if:

- Approval is requested in advance (when required).
- All families (subsidized and non-subsidized) are charged regular fees.
- The holidays, alternate closure days or the ELCC PD Day are included in each child's total attendance on Facility Attendance Payment Report for that period.
- The facility is open on the working day before or after the holiday or alternate closure day.

Please make sure parents are informed well in advance of any closure and that they are required to pay for holidays, approved alternate closure days and/or the ELCC PD Day.

- An appropriate notice period allows families to make alternate child care arrangements when required. For the new PD Day, a minimum of **four (4) weeks** notice must be provided to families.

If you have any questions about subsidy payments, please contact the Child Care Subsidy Program by phone at 204-945-8195 or toll-free at 1-877-587-6224, or by email at cdcsubsidy@gov.mb.ca.

If you have any questions about recognized holidays or the ELCC PD Day, please contact your Child Care Coordinator.