

## EARLY LEARNING AND CHILD CARE CIRCULAR

**Date:** July 3, 2024

**CIRCULAR NUMBER:** ELCC-2024-08

**To:** All licensed child care centres and family/group homes

**Subject:** **Preschool / School-Age Child Care and Full-Day Kindergarten**

**Effective Date:** N/A

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| <b>Type:</b> | <input type="checkbox"/> Policy               | <input type="checkbox"/> All Facilities                | <input type="checkbox"/> Action Required             |
|              | <input checked="" type="checkbox"/> Procedure | <input checked="" type="checkbox"/> Centres            | <input checked="" type="checkbox"/> Information Only |
|              | <input type="checkbox"/> Licensing            | <input type="checkbox"/> Nursery Schools               |  |
|              | <input type="checkbox"/> Financial            | <input checked="" type="checkbox"/> Family/Group Homes |  |
|              | <input type="checkbox"/> Subsidy              |  |  |

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This circular is to advise all funded early learning and child care (ELCC) centres and family/group homes of the procedures related to preschool children attending full-day kindergarten.

There are no immediate changes to the existing process and funding structure for ELCC facilities, which is as follows:

### **Definition of Preschool and School-Age**

Manitoba’s child care legislation and regulations define a preschool age child as a child two to six (2-6) years of age not enrolled in grades one to six in a school, and a school-age child as a child enrolled in grades one to six in a school.

Therefore, for facilities with children attending full-day kindergarten, preschool rates and regulations will continue to be in effect, unless an age exemption is in place.

### **Age Exemptions**

Age exemptions for kindergarten children to be considered school age is an option that continues to be available for facilities accommodating kindergarten students. The exemption can assist another family in securing a child care space in a preschool and/or school-age centre, as needed. An age exemption request is reviewed to assess whether the facility can meet the developmental needs of the child/ren and ensure the health, safety and well-being of the child/ren. Once approved, all regulations related to school-age care, including fees, will apply to the care of this child.

Parents or guardians must consent to the school-age exemption, and the exemption must be approved by the department. Exemptions are considered in the following situations:

1. a preschool age child enrolled in a full-day kindergarten, or
2. a preschool age child enrolled in a part-day kindergarten who is six years old

Fillable PDF age exemption request forms can be found at:

- [www.gov.mb.ca/education/childcare/resources/pubs/age\\_exemption\\_request\\_for\\_m\\_centre.pdf](http://www.gov.mb.ca/education/childcare/resources/pubs/age_exemption_request_for_m_centre.pdf)
- [www.gov.mb.ca/education/childcare/resources/pubs/age\\_exemption\\_request\\_for\\_m\\_home.pdf](http://www.gov.mb.ca/education/childcare/resources/pubs/age_exemption_request_for_m_home.pdf)

Child care centres and home-based providers may use the forms to request that the department consider individual and/or multiple kindergarten children age exemptions.

Note that age exemption requests must be submitted at least two weeks before the proposed start date.

### **Steps for Submitting an Age Exemption Request**

1. Complete the form electronically.
  - Written letters from the centre and the parent(s)/guardian(s) are no longer required.
  - If the request is for multiple kindergarten children to be considered school age, you must attach a list that includes each child's name, date of birth, parent/guardian's name(s) and requested start date.
  - Electronic checkboxes are used to certify the information provided on the form is accurate and to indicate the centre has obtained consent from the parent(s)/guardian(s). Signatures are not required on the form.
  - If you have trouble completing the form, please update or install the latest version of Adobe Acrobat Reader at [get.adobe.com/reader/](http://get.adobe.com/reader/).
2. Send the completed form (and list of children, if applicable) directly to your Child Care Coordinator by email.
  - Do not scan the completed form as it cannot be modified once scanned.
  - Use the following subject line in your email: "Age Exemption Request: Facility Name, Facility Number and Child's Name." For example: Age Exemption Request: 123 ELCC Centre, Facility #10001, Ana Smith

Note: If you cannot complete the form and send it in electronically, please print and complete the paper form and mail or fax it to your Child Care Coordinator.

3. Once your request has been reviewed and either approved or not approved, the form will be returned by email or by postal mail.

If you have any further questions regarding the information in this circular, please contact your Child Care Coordinator.

Early Learning Child Care Division