

## EARLY LEARNING AND CHILD CARE

### Frequently Asked Questions (FAQs) for Facilities: Extension of \$10-a-Day Parent Fees for School Age Children on Non-school Days Circular # ELCC-2024-09

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#### The FAQs have been organized into seven sections:

- New Maximum Regulated Daily Fees on Non-School Days
- Child Care Subsidy Program
- Eligible, Funded Facilities - Reduced Parent Fee Revenue Grant
- Unfunded Facilities - Additional Subsidy on behalf of Subsidized Families
- Eligible, Funded Facilities - Transition Grant
- Important Reminders - Facility (Child Attendance) Reporting
- Additional Resources and Contacts

*\*Note: The information provided in this document supports advanced notification in anticipation of the Manitoba Budget passing November 7, 2024*

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### New Maximum Regulated Daily Fees on Non-School Days

#### 1) Are all licensed child care facilities required to charge the reduced parent fees on non-school days?

Licensed, non-profit centres and family/group child care homes that receive provincial operating grant funding (funded facilities) are required to charge no more than the reduced parent fees on in-service days and school breaks beginning on December 8, 2024.

Licensed centres and family/group child care homes that do not receive provincial operating grant funding (unfunded facilities) are not required to follow the regulated maximum daily fees for non-subsidized families; however, they cannot charge subsidized families more than the reduced parent fees on in-service days and school breaks beginning on December 8, 2024.

#### 2) Do families need to apply to be eligible for the new lower school age fees on non-school days?

There is no application process for families.

Effective December 8, 2024, families with school age children enrolled at funded, licensed child care facilities will be eligible for the new reduced rates on non-school days. This is for all families, regardless of income.

#### 3) Are all school age fees on non-school days being reduced to \$10-per-day?

No. In some cases, the fees are lower or higher than \$10 a day depending upon the type of care. For example, school age care for less than four hours per day will be \$5 per day. In cases where extended child care over 10 hours is required by families, fees will be \$15 per day.

**4) Are school age fees on regular school days changing on December 8, 2024?**

No. There are no changes to parent fees for school age children on regular school days. The parent fees for school children enrolled for three periods per day (before school, lunch and after school) continue to be \$10 per day.

**5) How will families know what their new fees are for their school age children?**

Child care facilities are encouraged to communicate with their families before the new parent fees come into effect on December 8, 2024. Manitoba Education and Early Childhood Learning is providing facilities with materials to distribute to families to assist with this communication.

Facilities will continue to invoice families for the amount of fees that are due to the child care facility according to each facility's regular invoicing and payment schedule.

**6) When does a preschool child become a school age child?**

The Child Care Regulation defines a school age child as a child enrolled in Grade 1 to 6 in a school. Once a child completes kindergarten, they can be considered enrolled in Grade 1.

It remains a facility policy decision as to the exact date a kindergarten child becomes a school age child and moves into a school age space. For example, a facility may move all kindergarten children into school age spaces on July 1 or September 1 or children may be moved individually as school age spaces become available at other points in the summer.

**7) How will the new fee structure affect age exemption requests for kindergarten children to be considered school age?**

The department understands that age exemptions for kindergarten children to be considered school age can work well for both families and facilities, providing flexibility to meet the needs of children and programs.

When proposed by both the facility and the family, the department will continue to consider age exemption requests for approval.

## Child Care Subsidy Program

### 1) How will the new parent fees affect families who receive child care subsidy?

The Child Care Subsidy Program will continue to provide financial support for eligible families to ensure that cost is not a barrier to quality early learning child care and programming.

Manitoba families receiving child care subsidy will be reassessed using the new rates for school age children on non-school days before the implementation of the new rates on December 8, 2024. Some families may no longer require child care subsidy if they will be paying less than they were paying with previously subsidized fees.

### 2) Will there continue to be a portion of the parent fee that is non-subsidized?

Yes. The minimum payable after subsidy fees per child will not change. For example, for a school age child attending between 4 and 10 hours per day, the maximum subsidized daily fee will be \$8.00 and the maximum non-subsidized daily additional fee will continue to be \$2.00 for a total parent fee of \$10.00 per day.

For more information, see the updated [Total Parent Fee Revenue Tables for Facilities – Effective December 8, 2024](#).

### 3) Will families need to reapply for child care subsidy due to the reduced parent fees?

Current approved subsidy applications will be automatically reassessed using the new rates for school age children on non-school days that come into effect on December 8, 2024.

Families are only required to reapply if their current subsidy approval period is about to end (for example, if their previous subsidy was approved until the end of the November 10 to December 7, 2024 reporting period).

### 4) How will families know what their reassessed family contribution will be?

Families receiving child care subsidy will be provided information about the status and/or amount of their re-assessed family contribution prior to December 8, 2024. As long as the family is still eligible for subsidy, their current subsidy approval period will not change.

Some families may no longer require child care subsidy if under the new parent fee rates, they will be paying less than they were paying with previously subsidized fees.

### 5) How can we help families who are having difficulty understanding their subsidy reassessment letter?

If a family continues to be eligible, *Approval for Child Care Subsidy*, will be at the top of the letter. There will be **two** assessment blocks:

- Your subsidy was: (previous assessment for period of time ending on December 7, 2024) and
- Your subsidy is now: (new assessment for period of time beginning on December 8, 2024).
- Under a period of time beginning on December 8, 2024, it will include their new Family Contribution.

If a family is no longer eligible, *Reassessment for Child Care Subsidy*, will be at the top of the letter. There will be **two** assessment blocks:

- Your subsidy was: (previous assessment for period of time ending on December 7, 2024).
- Under a period of time beginning on December 8, 2024, it will state: Your family is not eligible for the Child Care Subsidy Program during this period as the cost of care is less than the amount of your family contribution.

Reassessment letters also include the following notice to families eligible for subsidy: “All families are also charged an unsubsidized daily fee per child that is not included in the Total Family Contribution noted in the chart above.”

Facilities can direct families to contact the Child Care Subsidy Program by emailing [cdcsubsidy@gov.mb.ca](mailto:cdcsubsidy@gov.mb.ca) or calling 204-945-8195 (toll-free 1-877-587-6224) with questions or concerns regarding their subsidy re-assessment.

#### **6) How will facilities know what to charge subsidized families beginning on December 8, 2024?**

Facilities will be sent a system generated *Reassessment of Child Care Subsidies* email through Child Care Online which will indicate:

- For eligible families: the amount of the family contribution for a period of time beginning on December 8, 2024, and
- For families that are no longer eligible: a Family Contribution for period of time ending on December 7, 2024 and under a period of time beginning on December 8, 2024, it will state *Family Not Eligible for Subsidy*.

It is important for facilities to read the *Reassessment of Child Care Subsidies* email carefully to invoice families correctly.

- When assessing subsidy applications, the largest portion of the family contribution is assigned to the child with the highest cost of care.
- When the subsidy applications are re-assessed, the largest portion of the family contribution after December 8, 2024 may be assigned to a different child if the cost of care for this child is higher than for other children in the family.

#### **7) Where can we get a schedule of upcoming Facility Reporting periods?**

Follow this link to [Reporting Periods](#) or if your facility is a registered Child Care Online user, log onto [Child Care Online](#) and go to the *Subsidy Reporting Period Calendar* under facility report to access the list of reporting periods. To become a Child Care Online user, register at: [https://www.gov.mb.ca/education/childcare/centres\\_homeproviders/cco\\_login.html](https://www.gov.mb.ca/education/childcare/centres_homeproviders/cco_login.html)

#### **8) How can our facility obtain more information about the Child Care Subsidy Program?**

Attend an upcoming Facility Orientation: Child Care Subsidy and Facility Reporting webinar to be held December 2024 and/or view previous webinar materials at: [Province of Manitoba | education - Notices and Circulars \(gov.mb.ca\)](#).

## Funded Facilities - Reduced Parent Fee Revenue Grant

**1) How will facilities make up for the reduced revenue that would have been received directly from parents or from the Child Care Subsidy Program prior to December 8, 2024?**

The Reduced Parent Fee Revenue Grant (Revenue Grant) will be extended to offset the parent fee reduction on non-school days for school age children enrolled in funded facilities. The Revenue Grant is equivalent to the difference between the previous and new fees for your facility type, ensuring that facilities continue to receive the same revenue as prior to December 8, 2024.

For more information, see the updated [Total Parent Fee Revenue Tables for Facilities – Effective December 8, 2024](#). The tables include the maximum subsidized daily fees, maximum non-subsidized daily additional fees and the Revenue Grant amount per child for your facility type.

**2) What if my funded facility charges less than the maximum daily fees?**

Your facility will receive the same amount of funding as a facility that charges the maximum fee. The Revenue Grant amount is calculated as follows:

$$\begin{array}{r} \text{Old Maximum Fee} \\ - \text{New Maximum Fee} \\ = \text{Revenue Grant amount} \end{array}$$

**3) What do facilities need to do to receive the Revenue Grant?**

The automated monthly payment process through Child Care Online will be updated to include Revenue Grant payments for non-school days for school age children enrolled in the facility and included on the *Facility Report*.

This means there will be no additional reporting requirements for funded facilities to receive the Revenue Grant for school age children enrolled in your facility.

**4) How will Revenue Grant payments be determined beginning on January 5, 2025?**

Revenue Grant payments for non-school days will be based on enrollment in an eligible, funded facility. Payment will be provided for spaces that are in use by children enrolled (includes days attended and days absent), some of which may be in use by two children at separate times during the same day.

Revenue Grant payments are made in the same way in which facilities receive the provincial child care subsidy contribution for eligible children enrolled in their facility after the end of a reporting period. Therefore, it is important to submit *Facility Reports* in a timely manner.

**5) Will funded facilities receive Revenue Grant when children are absent?**

If you charge fees to the parents, the province will pay the Revenue Grant. This applies when children are absent due to illness, on holiday, or for any other reason which you would still charge parents based on your facility's normal fee structure. That is why it is important to include days attended and absent days for all children – subsidized and non-subsidized on Facility Reports.

**6) My facility charges an additional fee for snacks. Are facilities able to charge additional fees that were allowed before December 8, 2024?**

The changes on December 8, 2024 are to the maximum regulated daily fees that can be charged to parents only. There are no changes to what fees are allowed to be charged for additional services. In some cases, the additional services and fees must be optional for families. For example:

- Lunch and/or snack fees may be charged. Families must have the option to supply their own lunch and/or snack for their child.
- Field trip fees may be charged. A facility should plan low or no cost field trips so children are not excluded due to the cost to families. Child care must be provided for families who choose to opt out of a field trip.
- Activity supply fees for consumables such as paper and paint cannot be charged. A facility must provide daily activities and programming for children, therefore funds in the facility's budget must be allocated for activity supplies.
- For more information, see [\*Policies and Procedures - Fees for Additional Services\*](#).

## Unfunded Facilities - Additional Subsidy on behalf of Subsidized Families

### 1) How will unfunded facilities make up for the reduced revenue that would have been received from parents and the Child Care Subsidy Program prior to December 8, 2024?

Additional funding will be provided to facilities to offset the reduction in school age fees on non-school days, equivalent to the difference between the previous and new fees for your facility type, ensuring that facilities continue to receive the same revenue as prior to December 8, 2024.

- **Unfunded centres and homes that enroll families receiving Child Care Subsidy:**  
An additional subsidy on behalf of eligible, subsidized families will be paid through the regular subsidy reporting and payment process.

### 2) Our facility does not receive operating grant funding, but we enroll children receiving support from the Child Care Subsidy Program. How much is the additional subsidy that we can receive on behalf of a subsidized family?

Type of Care	Effective Date	Maximum Fees		Additional Subsidy	
		Subsidized Daily Fee	Non-subsidized Daily Fee	Centre (or home where provider is an ECE II or III)	Home where provider is not an ECE II or III
<b>Infant 4 to 10 hours</b>	April 2, 2023	\$ 8.00	\$ 2.00	\$ 20.00	\$ 12.20
<b>Preschool 4 to 10 hours</b>	April 2, 2023	\$ 8.00	\$ 2.00	\$ 10.80	\$ 8.20
<b>School Age 3 periods on school days</b>	April 2, 2023	\$ 8.00	\$ 2.00	\$ .30	\$ .30
<b>School Age 4 to 10 hours</b>	December 8, 2024	\$ 8.00	\$ 2.00	\$ 10.80	\$ 8.20

For more information, see the updated [Total Parent Fee Revenue Tables](#), the additional subsidy is equivalent to the Reduced Parent Fee Revenue Grant amount per child in Column 6 for your facility type.

### 3) What do facilities need to do to receive the additional subsidy to offset the reduced parent fees for subsidized families?

The automated monthly payment process through Child Care Online will include payment for non-school days after the end of a reporting period for school age children enrolled in an unfunded facility and included on the *Facility Report*.

This means there will be no additional reporting requirements to receive the additional subsidy on behalf of subsidized school age children enrolled in an unfunded facility.

**4) Will unfunded facilities receive the additional subsidy on behalf of a subsidized family when children are absent?**

Yes. However, the regular and additional subsidy is not paid if a family has exceeded their allowable absent days.

Please see [ELCC-2024-02 - Circular - Child Care Subsidy Program Allowable Absent Days Policy \(gov.mb.ca\)](#) for more information about the reinstatement of the Child Care Subsidy Program – Allowable Absent Days Policy on March 31, 2024.



## Eligible, Funded Facilities - Transition Grant

**1) What is the purpose of the Reduced Parent Fee Revenue Transition Grant (Transition Grant)?**

The purpose of the one-time Transition Grant is to help bridge funded facilities to the next Revenue Grant payment, which will be paid after *Facility (Child Attendance) Reports* for the December 8, 2024 to January 4, 2024 reporting period have been submitted, processed and paid through in Child Care Online on or after January 5, 2025.

This is a one-time grant to support the extension of \$10-a-day parent fees for school age children on non-school days for existing funded facilities.

**2) Who is eligible to receive the Transition Grant?**

Centres and family/group child care homes that are eligible for the Revenue Grant and are licensed for school age spaces are eligible for the Transition Grant.

**3) My facility does not charge parent fees. Will my facility receive the Transition Grant?**

Funded facilities that do not charge parent fees are not eligible for the Revenue Grant or the Transition Grant.

**4) Do facilities need to opt-in to receive the Transition Grant?**

All eligible facilities will receive the Transition Grant, there is no requirement to opt-in.

**5) My facility does not receive provincial operating grant funding. Will my facility receive the Transition Grant?**

Licensed centres and family/group child care homes that do not receive provincial operating grant funding (unfunded facilities) are not eligible for the Revenue Grant or the Transition Grant.

Unfunded facilities will continue to receive the difference between the previous and current regulated maximum parent fees as an additional subsidy on behalf of eligible subsidized children through the subsidy reporting and payment process.

**6) Will new facilities or existing facilities with an expansion of spaces get the Transition Grant?**

The Transition Grant based on the type(s) of licensed spaces will also be provided in the future to new eligible facilities and existing eligible facilities with an expansion of spaces to ensure new sites are not opening with cash flow challenges.

**7) When can facilities expect to receive the Transition Grant?**

Eligible, funded facilities will receive the Transition Grant before December 8, 2024.

Facilities with direct deposit receive payments earlier than those waiting for a cheque. If you would like to set up direct deposit, please email [ELCCFinance@gov.mb.ca](mailto:ELCCFinance@gov.mb.ca).

**8) How will the Transition Grant payment be calculated?**

There is an average of six non-school days per reporting period over a calendar year. The Transition Grant will be calculated based on the facility type and six days non-school days for two reporting periods for the number of licensed school age spaces in an eligible, funded facility.

<b>EXAMPLE 1: Funded home where the licence holder is a classified as ECE II or III</b>				
<ul style="list-style-type: none"> <li>Licensed for 3 school age children.</li> </ul>				
<b>Number of Spaces</b>	<b>Reduced Parent Fee Revenue Grant Daily Amount (non-school day)</b>	<b>Days per Reporting Period</b>	<b>2 Reporting Periods</b>	<b>Total</b>
3 School Age	\$10.80	6	2	\$388.80
<b>Transition Grant payment</b>				<b>\$388.80</b>

<b>EXAMPLE 2: Funded home where the licence holder is a NOT classified as ECE II or III</b>				
<ul style="list-style-type: none"> <li>Licensed for 3 school age children.</li> </ul>				
<b>Number of Spaces</b>	<b>Reduced Parent Fee Revenue Grant Daily Amount (non-school day)</b>	<b>Days per Reporting Period</b>	<b>2 Reporting Periods</b>	<b>Total</b>
3 School Age	\$8.20	6	2	\$295.20
<b>Transition Grant payment</b>				<b>\$295.20</b>

<b>EXAMPLE 3: Funded Centre</b>				
<ul style="list-style-type: none"> <li>Licensed for 30 school age spaces</li> </ul>				
<b>Number of Spaces</b>	<b>Reduced Parent Fee Revenue Grant Daily Amount (non-school day)</b>	<b>Days per Reporting Period</b>	<b>2 Reporting Periods</b>	<b>Total</b>
30 School Age	\$10.80	6	2	\$3,888
<b>Transition Grant payment</b>				<b>\$3,888</b>

**9) Do eligible facilities need to reconcile or pay back the Transition Grant in the future?**

No, the Transition Grant is not an advance and will not need to be reconciled or repaid at a later date. The purpose of the Transition Grant is to help with facility cash flow while Revenue Grant payments are processed and paid through the Facility Reporting process.

## Important Reminders Facility (Child Attendance) Reporting

### 1) How do I report a child who is enrolled for 4 to 10 hours on non-school days but attended less than 4 hours on some non-school days during a reporting period?

Facilities should report based on children's enrolment. In this example, enter days attended/days absent as 4 to 10 hours for non-school days for this child on the Facility (Child Attendance) Report.

### 2) When must Facility Reports be submitted?

Facilities are required to submit a completed Facility Report through Child Care Online within 30 days of the end of each 28-day reporting period. For example, the Facility Report for December 8, 2024 to January 4, 2025 reporting period must be submitted no later than February 3, 2025. Facility Reports must include:

- the days attended and absent days for all subsidized and non-subsidized children enrolled in a **funded facility**.
- the days attended and absent days for each subsidized child in an **unfunded facility**.

### 3) What is a Facility Payment Summary?

A *Facility Payment Summary* is sent to a facility after a subsidy payment has been processed and paid to a facility. It outlines important details of the payment and comments that may require the facility to provide additional information, clarification and/or request a payment adjustment.

- For a **funded facility**, the *Facility Payment Summary* includes details of the calculations and payments issued for the Revenue Grant payment.
- For an **unfunded facility**, the *Total Cost* column with the information for a specific subsidized child includes the provincial contribution for regular subsidy and additional subsidy as one dollar amount.

### 4) Why is it important to review the *Facility Payment Summary*?

Any discrepancies (errors, omissions, etc.) should be reported to the Child Care Subsidy Program within 2 weeks of receiving the *Facility Payment Summary* and no later than the end of the second reporting period following the one for which the *Facility Payment Summary* was issued. This ensures that any necessary payment adjustments can be processed and issued.

Using the December 8, 2024 to January 4, 2025 reporting period as an example:

- If the *Facility Payment Summary* is received on January 10, any discrepancies should be reported by January 24 (and no later than March 1, 2025).
- If the *Facility Payment Summary* is received on February 3, any discrepancies should be reported by February 17 (and no later than March 1, 2025).

## Additional Resources and Contacts

- 1) **Where can our facility get more information about the Reduced Parent Fee Revenue Grant, the Transition Grant and related information?**
  - Review related Circulars and Frequently Asked Questions (FAQs) at [Province of Manitoba | education - Notices and Circulars \(gov.mb.ca\)](https://www.gov.mb.ca/education/education-notices-and-circulars).
  - Review related webinar presentations and transcripts at: [Province of Manitoba | education - Notices and Circulars \(gov.mb.ca\)](https://www.gov.mb.ca/education/education-notices-and-circulars).
- 2) **Who do I contact if I have additional questions about the extension of \$10-a-day parent fees to non-school days or the Transition Grant after reading the circular and FAQs?**

Email [cdcinfo@gov.mb.ca](mailto:cdcinfo@gov.mb.ca) with the subject line “Extension of \$10 a day” or call 204-945-0776 (toll free: 1-888-213-4754).
- 3) **What do I do if I have questions about the Transition Grant calculation for my facility?**

If you have any questions after reviewing your Transition Grant payment and financial statement, email [ELCCFinance@gov.mb.ca](mailto:ELCCFinance@gov.mb.ca) with the subject line “Transition Grant payment.”
- 4) **How does our facility set up direct deposit for payments from the Department of Education and Early Childhood Learning?**

Email [ELCCFinance@gov.mb.ca](mailto:ELCCFinance@gov.mb.ca) to set up direct deposit for your facility.
- 5) **How do I become a Child Care Online user?**

Visit [https://www.gov.mb.ca/education/childcare/centres\\_homeproviders/cco\\_login.html](https://www.gov.mb.ca/education/childcare/centres_homeproviders/cco_login.html) to register for a Child Care Online user name and password.
- 6) **How can our facility obtain more information about the Child Care Subsidy Program and how to submit a Facility (Child Attendance) Report through Child Care Online?**
  - Review the Facility Orientation: Child Care Subsidy Program and Facility Reporting April 24, 2024 webinar presentation at: [Province of Manitoba | education - Notices and Circulars \(gov.mb.ca\)](https://www.gov.mb.ca/education/education-notices-and-circulars).
    - In addition to providing important information about the Child Care Subsidy Program, this session includes information about how to complete the monthly *Facility (Child Attendance) Reports* through Child Care Online.
  - Watch your email for an invitation to register for an upcoming **Facility Orientation: Child Care Subsidy and Facility Reporting** in December 2024.
  - Review [ELCC-2024-02 - Circular - Child Care Subsidy Program Allowable Absent Days Policy \(gov.mb.ca\)](https://www.gov.mb.ca/education/education-notices-and-circulars) for more information about the reinstatement of the Child Care Subsidy Program – Allowable Absent Days Policy on March 31, 2024.
  - Contact the Child Care Subsidy Program by emailing [cdcsubsidy@gov.mb.ca](mailto:cdcsubsidy@gov.mb.ca) or calling 204-945-8195 (toll-free 1-877-587-6224) with questions or concerns.
  - Follow this link to [Reporting Periods](#) or if your facility is a registered Child Care Online user, log onto [Child Care Online](#) and go to the *Subsidy Reporting Period Calendar* under facility report to access the list of reporting periods.