

## **Appendix: 2024 Closure Days**

Your licensed Early Learning and Child Care (ELCC) can receive subsidy payment on behalf of eligible families, may charge parent fees, and receive the Reduced Parent Fee Revenue Grant for the following holidays:

<b>New Year's Day</b>	Monday, January 1, 2024
<b>Louis Riel Day</b>	Monday, February 19, 2024
<b>Good Friday</b>	Friday, March 29, 2024
<b>Victoria Day</b>	Monday, May 20, 2024
<b>Canada Day</b>	Monday, July 1, 2024
<b>Labour Day</b>	Monday, September 2, 2024
<b>National Day for Truth and Reconciliation</b>	Monday, September 30, 2024
<b>Thanksgiving Day</b>	Monday, October 14, 2024
<b>Remembrance Day</b>	Monday, November 11, 2024
<b>Christmas Day</b>	Wednesday, December 25, 2024
<b>New Year's Day</b>	Wednesday, January 1, 2025

If you choose to observe any of the above days as holidays, subsidies may be paid on behalf of eligible families, you can charge parent fees, and will receive the Reduced Parent Fee Revenue Grant. Subsidies will only be paid for these holidays if your facility is normally open but is closed on the actual date. If your facility wishes to remain open on any of these days, you must ensure compliance with [Employment Standards](#).

In addition to the holidays listed above, your facility can charge parent fees, receive the Reduced Parent Fee Revenue Grant, and receive subsidy payment on behalf of eligible families for the following days:

Easter Monday	April 1, 2024
Terry Fox Day	August 5, 2024
Boxing Day	December 26, 2024

## **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 the 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 May 23 or 24, 2024. 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) Days

Your facility can receive subsidy payment on behalf of eligible families for up to two professional development days on dates selected by the facility. These days must be used by December 31, 2024.

- 1) If your facility chooses to close for an ELCC PD Day(s), email the following information to your Child Care Coordinator at least six (6) weeks in advance of the proposed closure date(s) 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(s)
  - Title of Professional Development
  - Description of Training
  - Subject Line: Facility name, Facility ID Number and Professional Development Day(s)
  
- 2) On your *Facility Attendance Payment Report* for the subsidy reporting period in which the ELCC PD Day(s) closure falls:
  - Pick “Stat/Closed” from the calendar drop down for the date of the ELCC PD Day(s) 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(s) 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 ELCC PD Day(s).

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

If you have any questions about recognized holidays and subsidy payments, please contact the Child Care Subsidy Program by calling 204-945-8195, toll-free 1-877-587-6224, or email [cdcsubsidy@gov.mb.ca](mailto:cdcsubsidy@gov.mb.ca).

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