

CIRCULAR

Date: July 6, 2020

CIRCULAR NUMBER: COVID-19: 2020-56

To: Child care facilities, ELCC program staff

Subject: **Temporary Licenced Child Care Search Tool**

Program(s): All

Type: Policy For Internal Reference Only
 Procedure Information Only

Effective Date Immediately

Topic: Instructions for Child Care Providers

The ELCC program has developed a Temporary Licensed Child Care Search tool to help connect Manitoba's critical services workers with your facility. Information in this circular will help you access your account.

Important update:

New fields have been added to the "Manage Facility Information" section, under "Capacity". All facilities must now fill out the "total capacity age 0-2" and "total capacity age 2-12" fields. To this end, the ELCC program would like to ask all facilities to login to the Temporary Licensed Child Care Search Tool to fill out this information. For your reference, these fields are highlighted on page three of this circular and related instructions are included on page four. Please also update the existing "Remaining Capacity" fields in the search tool on a regular basis to support the timely matching of families with child care spaces.

How do I get started?

- To begin, please review your email that you received on April 14, 2020. This email will include the following;
- Steps on how to access your account by logging in using the link provided and login information.



Facility Log in

Use your facility id to log in.

Facility Id

Password

Remember me?

LOG IN

- Your login information was included in an email that you received on Tuesday, April 14. Once you have entered it, please feel free to use the save password function to remember the password. The username and password are unique to your facility and cannot be changed.
- If you operate multiple facilities, you will have an individual login and welcome email for each licensed location. At this point, the accounts will remain separate and need to be managed individually.
- After logging in, you will see a simple form with your contact information and current vacancies.

Manage Facility Information

Facility Id

99999

Facility Name

Early Learning and Chld Care

Email

email@mail.com

Phone number

204-123-1234

Are You Open?

Preferred Contact Method

- No Preference
- Phone
- Email

Capacity

Remaining Capacity Age 0-2

1

Remaining Capacity Age 2-12

4

Total Capacity Age 0-2

5

Total Capacity Age 2-12

12

Availability

- Open Weekdays
- Open Evenings
- Open Overnight
- Open Weekends

SAVE

- Following your first login attempt, please confirm that your phone number and email are correct and choose your preferred method of contact.
- In the Capacity section, enter the remaining capacity (vacancies) you currently have for both your infant (0-2 years of age) and your non-infant (2-12 years of age) age groups. For the duration of the COVID-19 response, preschool and school age groupings are combined given the recommendations of the chief provincial public health officer. Your facility profile displays these vacancies in the search tool accessed by Manitoba families.
- Please enter the “total capacity age 0-2” and “total capacity age 2-12” for your child care facility. Facilities only have to fill this out once, unless the total number of children your facility can care for changes during the COVID-19 response.
- Lastly, select the times of the day your services are available to families.
- When you have finished entering your information, save changes with the “save” button at the bottom of the form.

What do I do when families contact me?

- Parents needing child care will contact you directly using the information you provide on your profile. Match lists will no longer be sent from the Early Learning and Child Care program.
- When contacted, answer any questions the parent has about your services and, if they would like to enroll their child, accept them if you have space. After accepting a child, please login to your account and update your vacancies. Each time you fill a space and save your changes, the current vacancies are adjusted on the child care search tool.
- This step is very important to make sure parents see current information and that you are not receiving calls for spaces that are no longer available. Here is an example of what a family sees when viewing your profile.

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📍 [View on Google Maps](#)

Facility Information
 📞 204-123-1234
 ✉ email@mail.com
 🗣 English Only

Address
 📍 114 Garry St
 Winnipeg, Manitoba
 R3K 0Z8

Regional Information
 Region: WINNIPEG
 Area ST. JAMES ASSINIBOINE
 Neighbourhood: WESTWOOD

Availability

Open Weekdays	Open Weekends	Open Evenings	Open Overnight
✕	✕	✓	✕

Remaining Vacancies

Age Below 2	Age 2-12
0	11

Facility Type: CENTRE
ST. JAMES ASSINIBOINE

Does this tool replace the Online Child Care Registry?

No. This tool should only be used as a solution for the temporary child care needs during the COVID-19 response. Families looking for regular child care should be redirected to the Online Child Care Registry. Spaces offered through the temporary system will not replace the care needs of families who previously had spaces in your facility before the COVID-19 response.

If you have any questions, please email cdcinfo@gov.mb.ca or call Manitoba Government Inquiry at 204-945-3744 or toll free 1-866-MANITOBA (1-866-626-4862).

Thank you for your continued patience and compliance with new guidelines to better serve families and childcare facilities during this challenging time.

Sincerely,
 Early Learning and Child Care Program