



Child Care Operating Funding Program

Monthly Enrollment Report

Information and Step-by-Step Instructions
For Licensed **Family** Child Care Providers

**Ministry of Children
and Family Development**

PO BOX 9984 STN PROV GOV
VICTORIA BC V8W 9R6

Tel: 250-356-6501 (in Greater Victoria) or 1-888-338-6622 (toll-free outside Greater Victoria)

Monthly Enrollment Report

The purpose of the monthly enrollment report is to inform the Child Care Programs and Services Branch of the number of days that child care services were provided to enrolled children at your facility.

IMPORTANT: The Enrollment Report is NOT an attendance report. You report all children who are enrolled at your facility, who are registered and who reserve a licensed space, whether they attend or not. In addition to previously enrolled children, you also report drop-in children, as long as they are not using a space of an enrolled child who is absent.

Submitting Monthly Enrollment Reports

You must report the following information, on a monthly basis:

- how many children were enrolled each day that you were open and providing child care
- how many different children were enrolled during the month – count each child only once per month

Complete and submit a monthly enrollment report for your facility at the end of each month. **Reports must be submitted by the 10th of the following month** (e.g. April's enrollment report is due no later than May 10th).

The preferred method of submitting your monthly enrollment reports is to use the online Child Care Web Application:

<https://childcareinfo.gov.bc.ca/ChildCare/secure/Login.aspx>.

To access the Child Care Web Application, you need a British Columbia Electronic Identification code (BCeID). If you do not have a BCeID and you want to apply for one, contact the Child Care Programs HelpLine (in Greater Victoria call 356-6501, outside Greater Victoria 1-888-338-6622).

If you do not have online access, you can fax your enrollment reports to 250-952-4044. If you need to fax or mail your enrollment reports, please read the instructions carefully for submitting faxed or mailed enrollment reports, as they are scanned into our system and errors in data entry can result in delays of payment.

Receiving Monthly Payments

You will be paid the appropriate daily rate (based on the age of each child and the hours enrolled) for each child enrolled at your facility.

IF your facility is open and providing child care service on statutory holidays and weekends, then you can report enrollment and be paid for each child enrolled on these days.

The enrollment reports provide the information for the Child Care Programs and Services Branch to process your payments. You will not receive a payment until your enrollment report is received, processed and approved.

If you have set up EFT (direct deposit) with the Province of BC, your payments will be deposited directly into your bank account. If you do not have EFT set up, you are strongly encouraged to receive payments through electronic funds transfer as it is an efficient and cost-effective way to ensure prompt payments. For information on how to set up EFT, please contact the Child Care Programs HelpLine (in Greater Victoria call 356-6501, outside Greater Victoria 1-888-338-6622).

Definitions

BCeID: Refers to the British Columbia Electronic Identification code. Organizations must apply for and receive a BCeID and password in order to access numerous secure BC Government online services, including the Child Care Web Application, which enables organizations to submit monthly enrollment reports online.

Drop In Spaces: The use of any type of care at the facility, on a casual basis. Children who drop in and who use a space already paid for by an enrolled child who is not attending that day may not be reported.

Electronic Funds Transfer (EFT): Also known as Direct Deposit. Contractors need to apply for EFT and, when approved and set up, payments will be deposited directly into their bank account.

Enrollment: Children registered and paid for at the facility. Includes drop-in, paid attendance, as long as a drop-in child was not occupying a space temporarily available because an enrolled child was absent.

Enrollment Report: The monthly report submitted by the Licensee to the Child Care Programs and Services Branch. Monthly payments are based on this report, which documents the actual enrollment of registered children with paid-for spaces.

Funding Agreement: The annual Child Care Operating Funding Agreement made between the Ministry and the Licensee. This agreement sets out the detailed obligations of both parties.

Licensee: The owner or the registered business operating the family child care facility. Licensee name is listed on the *Community Care and Assisted Living Act* Licence or Interim Permit. The Licensee is the legal entity that enters into a funding agreement with the Ministry.

Licensed Capacity: The maximum number of children allowed under the *Community Care and Assisted Living Act* Licence or Interim Permit.

Rate Category: The categories for which you report enrolled children, organized by age and grade (i.e. 0-35 months, 3 years to Kindergarten, and Grade 1-12 years).

Program: The Child Care Operating Funding Program.

Completing the Monthly Enrollment Report

Please refer to the SAMPLE Enrollment Report and the step-by-step instructions that follow to assist you in completing your monthly enrollment report.



Instructions:

- Complete the Enrollment Report to calculate the total number of children enrolled, by age group and time enrolled, per month.
- If you need help completing the Enrollment Report, please contact the Child Care Programs and Services Help Line in Greater Victoria at 356-6501 or outside Greater Victoria Toll free at 1 888 338-6622.

Return completed and signed Enrollment Report to the Ministry of Children and Family Development, Child Care Programs and Services Branch:

By Fax: 250 952-4044
By Mail: PO Box 9984 Stn Prov Govt Victoria, BC V8W 9R6

The information contained on this form is collected under the authority of the *Child Care BC Act* (SBC 2001, c 4) and will be used for the purpose of administering the Child Care Operating Funding Program. Any questions about the collection, use or disclosure of this information should be directed to the Director, Child Care Programs and Services Branch, PO Box 9985 Stn Prov Govt Victoria BC V8W 9R4, Telephone: 1 888 338-6622.

Jennifer Garner (1) I.D NUMBER F-12345-12345 (2)

Jennifer's Happy Hacienda (3) April (4) 2006

FOR EACH RATE CATEGORY, enter the total number of individual children, including drop-ins, who were enrolled this month:

(5) 0 - 35 MONTHS [] [] 4 3 YEARS TO KINDERGARTEN [] [] 5 GRADE 1 - 12 YEARS [] [] 5

DATE	0 - 35 MONTHS		3 YEARS TO KINDERGARTEN		GRADE 1 - 12 YEARS						
	4 hours or less	more than 4 hours	4 hours or less	more than 4 hours	4 hours or less	more than 4 hours					
1											
2											
3	1	(6) 4		(7) 2	1	(8) 1					
4	4	4		2		1					
5	2	2		2	1	1					
6	4	4		5		1					
7	2	2				1					
8											
9											
10	2	2		5	1	1					
11	2	2		5	2	2					
12	2	2		5	2	2					
13	1	2		1	2	1					
14											
15											
16											
17											
18	2	2		1	1	2					
19	1	1			2	2					
20	1	2		2	1	2					
21	2	2		2	2	1					
22											
23											
24	2	1		2	2	1					
25	2	2		2	1	2					
26	2	2		2	1	1					
27	1	1		2	1	1					
28		2		2	1	1					
29											
30											
TOTALS	(9) 3	3	3	9	0	4	2	2	1	2	4

Certification

- I have read and understand the Funding Agreement, have direct knowledge of the operation of this child care facility, and am authorized to submit this report.
- This Enrollment Report has been completed with care and accurately represents the services provided by this facility.
- I understand that the Ministry will be relying on the content of the Report for its decision to disburse funds to this licensee.

I confirm that:

- this facility has not accepted registered or drop-in children, in numbers which would violate the *Community Care and Assisted Living Act* licence;
- this facility has not claimed a contribution from the province with respect to a drop-in child who was occupying a space that was temporarily available due to the absence of an enrolled child;
- this facility has not claimed a contribution from the province with respect to any children living in the licensee's own home;
- this facility is maintaining records that support the enrollment numbers reported and will provide them upon request to parties authorized by the Ministry for review or audit purposes.

LICENSEE SIGNATURE Jennifer Garner	FUNDING AGREEMENT NUMBER (10) C-5982-611	DATE SUBMITTED 2 0 0 6 MM 5 0 3
BUSINESS TELEPHONE (604) 555-1560	BUSINESS FAX () N/A	BUSINESS E-MAIL Jgarner@home.ca



Step-by-Step Instructions

All enrollment reports are prefilled with information currently on file with the Child Care Programs and Services Branch. If any information is incorrect, do NOT make changes on the enrollment report. Contact the Child Care Programs and Services Branch if corrections are required.

If you are submitting your monthly enrollment reports online, using the Child Care Web Application <https://childcareinfo.gov.bc.ca/ChildCare/secure/Login.aspx>, please read these instructions for general information, then use the online Help for step-by-step instructions for creating and submitting your enrollment reports online.

**IMPORTANT TIPS FOR FAXING OR MAILING ENROLLMENT REPORTS
PLEASE READ**

If you are faxing or mailing your enrollment report, information is scanned electronically. It is essential that you print all information clearly and accurately, using the following instructions:

- ✓ Always PRINT clearly. Do NOT write.
- ✓ PRINT your numbers as shown below, straight up and down rather than slanted.
0 1 2 3 4 5 6 7 8 9 0
- ✓ Enter only ONE number per box. This means that the number 44 would require two boxes and the number 444 would require three boxes.
- ✓ Do not enter any information outside of the boxes. Any writing or notes in the margin are not read by the scanner.
- ✓ Except for the TOTALS row, you only need to fill in actual enrollment numbers. If you had no enrollment on a particular day, leave the box blank – do NOT enter a zero.
- ✓ You MUST enter a number in the TOTALS row in each rate category column, even if the total is zero. When you enter a zero, ensure you make it a complete circle, closing the top.
- ✓ Use BLACK or BLUE ballpoint pens. Ink of other colours, including red or neon or pastel gel pens, cannot be read accurately by the scanner.
- ✓ Never use whiteout. It can smudge and flake off, altering your information.
- ✓ Do not fold or crease the enrollment form.

FACILITY INFORMATION

- Step #1** Confirm your legal name as Licensee.
- Step #2** Confirm the ID number of the licensed family child care facility for which you're reporting monthly enrollment figures.
- Step #3** Confirm the name of the licensed family child care facility for which you're reporting monthly enrollment figures.
- Step #4** Confirm the month and year for which you're reporting enrollment figures.
- Step #5** For EACH Rate Category, enter the total number of different, individual children enrolled for that month. If you have different children enrolled on different days, or part-time children enrolled, the total of these numbers may be more than the maximum licensed capacity of the facility.

For example, Jennifer's Happy Hacienda had a total of 14 different individual children enrolled for the month of April 2006. Of those 14 children, 4 were in the 0-35 months' category, 5 were in the 3-K category, and 5 were in the Grade 1-12 category.

PLEASE NOTE: Do NOT include children that live in your home, either full-time or part-time, as enrolled children.

ENROLLMENT FIGURES

NOTE:

You can report enrollment for any day you are open and providing service. However, you need to ensure that your funding agreement accurately reflects the type and hours of service you provide. For example, if you offer extended hours of child care (before 6 am, after 7 pm, or overnight) or if you offer child care 7 days a week, you must have applied for and been approved for funding for this level of service.

- Step #6** For each day of the month you are open and providing service, print the number of children aged **0 to 35 months** who were enrolled (registered and paid for or drop-in and paid for). Enter the number in the column matching the age category, based on whether they were enrolled 4 hours or less for that day or more than 4 hours for that day.

For example, Jennifer's Happy Hacienda has four children aged 0 to 35 months enrolled on the 1st of the month. Two of these children are enrolled for more than 4 hours a day. One child is enrolled for 4 hours or less. One drop-in child also attended from 8 am to noon (4 hours or less). These children would be reported in the 0 to 35 months column: 2 in the 4 hours or less column and 2 in the More than four hours column.

Step #7 For each day of the month you are open and providing service, print the number of children aged **3 years to Kindergarten** who were enrolled, whether or not they attended. Enter the number in the column matching the age category, based on whether they were enrolled 4 hours or less for that day or more than 4 hours for that day.

For example, Jennifer's Happy Hacienda has two children 3 years to Kindergarten enrolled on the 1st of the month. Both of these children attend Kindergarten and are enrolled at the child care facility for 5 hours each day. These children would be reported in the 3 years to Kindergarten column: 2 in the More than 4 hours column.

Step #8 For each day of the month you are open and providing service, print the number of children aged **Grade 1 to 12 years** who were enrolled, whether or not they attended. Enter the number in the column matching the age category, based on whether they were enrolled 4 hours or less for that day or more than 4 hours for that day.

For example, Jennifer's Happy Hacienda has two children in Grade 1 or up to 12 years of age enrolled on the 1st of the month. One child is enrolled in both Before and After School Care, totalling more than 4 hours a day. The other child is enrolled in After School Care only, from 3 to 6 pm (4 hours or less). These children would be reported in the Grade 1 to 12 years column: 1 in the 4 hours or less column and 1 in the More than 4 hours column.

TOTALS

Step #9 Ensure that you have recorded enrollment for each day of the month that you were open and providing child care. Then total each column and print the total enrollment for each rate category in the Totals row.

PLEASE NOTE: You do NOT need to enter zeros in individual boxes for each day you had no enrollment. However, you must enter a Total for each column, even if the Total value for a column is 0.

CERTIFICATION

Step #10 Confirm the funding agreement number, as indicated on the first page of your funding agreement. Ensure you certify the enrollment figures by providing your signature to declare that the information is true and correct. If you are faxing or mailing your enrollment report, remember to print your phone, fax, and email address and date the enrollment report.

NOTICE:

You must keep any working documents, such as registration and attendance records, that support the information you have reported. Parents might be contacted by the Child Care Programs and Services Branch to confirm your reported enrollment numbers. It is the child care provider's responsibility to obtain informed consent of parents to allow for information collected to be used for this purpose.

You also must keep a copy of each enrollment report you submit. You might be required to provide this documentation in the event of a review or audit by the Child Care Programs and Services Branch.

DEADLINE:

Submit your Enrollment Report to the Child Care Programs and Services Branch by the 10th of the following month. Either submit your enrollment report Online, by Fax or Mail, but only submit your enrollment report once.

You will not receive a payment until your monthly enrollment report is received, processed and approved.

You can submit your monthly enrollment report in one of the following ways:

Online:

<https://childcareinfo.gov.bc.ca/ChildCare/secure/Login.aspx>

Fax:

You can fax your report to 250-952-4044.

By Mail or Courier:

Mailing Address

**Ministry of Children and Family
Development
Child Care Programs and Services Branch
PO BOX 9984 STN PROV GOV
VICTORIA BC V8W 9R6**

Courier Address

**Ministry of Children and Family
Development
Child Care Programs and Services Branch
4th Floor, 836 Yates Street
Victoria, BC V8W 1L8**

For further information

If you need help completing your Enrollment Report, please contact the Child Care Programs Help Line.

**In Greater Victoria at 356-6501
Outside Greater Victoria Toll free at 1-888-338-6622**

If you require information on BCeID, EFT, or if you need additional pre-filled Enrollment Reports, please contact the number above.

QUESTIONS and ANSWERS for FAMILY CHILD CARE PROVIDERS

1. How do I report children enrolled at the child care facility who are in different age groups and attend for different lengths of time (full-time, part-time, drop-in)?

Enrollment is reported when child care services are available (the facility is open and providing child care service) **and** the space is paid for (either for a previously enrolled child or for a child attending on a drop-in basis).

As long as any drop-in children are not filling spaces that were temporarily available due to the absence of an enrolled child, you can report children who attend on a drop-in basis.

When reporting enrollment, the age of the child, whether they are attending school, and the length of time they are enrolled for determines where you report their enrollment. Please see the following example.

You might have the following scenario on a particular day:

Number of children	Description	Number of hours enrolled
1	5-year-old, in Kindergarten	6
1	6-year-old, in Kindergarten	5
1	7-year-old, both before and after-school care	5.5
1	9-year-old, after-school care only	3
1	2-year-old, full-time	10
1	18-month-old afternoon only	3
1	1-year-old, drop-in, morning only	4
1	2-year-old, enrolled full-time, absent due to illness	10
Total = 8	Total of enrolled and drop-in children, paid-for, whether or not in attendance	

You would report their enrollment as follows:

Date	0 to 35 months		3 years to Kindergarten		Grade 1 to 12 years	
	4 hours or less	More than 4 hours	4 hours or less	More than 4 hours	4 hours or less	More than 4 hours
1	2	2	0	2	1	1
2						

2. What is the difference between the two Total values by Rate Category?

To answer the question at the *top* of the enrollment report, simply count how many different children were enrolled in the facility during the month. Count each child only once per month.

To answer the question at the *bottom* of the enrollment report, you need to report how many children were enrolled each day (full-time or part-time), then total each column at the bottom of each rate category.

3. Do I report my own children, since they are considered part of my Family Child Care Maximum Licensed Capacity?

No. You only report enrolled and paid-for children that you provide care for as part of your family child care service.

The Licensee must ensure that not more than a total of 7 children are cared for in the facility at one time.

4. I offer extended hours of child care, including some evenings and overnight care. How do I report children who are enrolled for a few hours in the evening or who stay overnight?

If you offer extended hours of care (before 6 am, after 7 pm, or overnight care), ensure that you applied for funding for extended hours on your Child Care Operating Funding Program application. If this changes, you must provide this information in writing to the Child Care Programs and Services Branch, as your funding agreement might require an amendment. Any request for an amendment to your funding agreement is not automatically approved and is subject to approval and availability of funds.

If you are funded for extended hours, you report children who are enrolled for evenings or overnight care the same way as children who are enrolled during the day. You report their enrollment based on their age and whether they are enrolled for four hours or less or more than four hours.

If a child attends more than 4 hours consecutively, just report it once: in the correct age category, in the More than 4 hours column. This also applies to overnight stays. For example, if you are providing overnight care for an eight-year-old, who arrives at 7 pm and is picked up the next morning at 7 am, report this child's enrollment in the Grade 1 to 12 years category, in the More than 4 hours column, on the day the overnight stay began.

The Licensee must ensure that not more than a total of 7 children are cared for in the facility at one time.

5. How do I report enrollment that varies day to day, with changes due to early dismissal days, Professional Development days, or parents' schedules?

As long as you ensure that the total attendance of enrolled and drop-in children does not violate your facility's *Community Care and Assisted Living Act* Licence maximum capacity, report the amount of time each child is enrolled for, for each day your facility is open and providing child care service.

As long as any drop-in children are not filling spaces that were temporarily available due to the absence of an enrolled child, you can report additional drop-in children.

6. When do I need to submit my monthly enrollment report?

In order to receive your monthly payments promptly, submit your monthly enrollment reports as soon as you can after the child care services are provided, at the end of the month for which you are reporting enrollment.

You must submit each monthly enrollment report by the 10th of the following month. For example, you would submit April's enrollment report by May 10th. Failure to submit monthly enrollment reports by the 10th of the following month can result in a delay of payment.

In addition, monthly enrollment reports that are not received by the Child Care Programs and Services Branch, by the 10th of the month following the end of the contract term, may lose their funding for periods where enrollment reports were not received.

You must keep supporting documentation, including registration and attendance records, that support your enrollment claims and the rate categories selected. It is the child care provider's responsibility to obtain informed consent of parents to allow for information collected to be used for audit or review purposes. You also must keep a copy of each monthly enrollment report submitted.

7. How do I ensure that you receive my monthly enrollment reports?

In most cases, the Child Care Programs and Services Branch successfully receives all faxed or mailed enrollment reports that are submitted. Due to the large number of monthly enrollment reports that the Child Care Programs and Services Branch processes each month, we cannot confirm acceptance of each enrollment report received.

Whether you are mailing or faxing your enrollment reports, you must keep a copy of each monthly enrollment report in case you need to resubmit it. As well, if you fax your enrollment report, the fax machine can print a receipt confirming that the fax was sent successfully.

If you submit your monthly enrollment reports online, you can also access the online Enrollment Reports Submission Status report. This report will display the status of each monthly enrollment report you submit. The report will display whether your enrollment reports have been successfully Submitted to the Child Care Programs and Services Branch, as well as display when they have been Approved for payment.

8. *What can I expect in the event of a review or audit by the Child Care Programs and Services Branch?*

You must be able to support the enrollment numbers claimed on your monthly enrollment reports. Parents might be contacted by the Child Care Programs and Services Branch to confirm your reported enrollment numbers. Ensure that you keep a copy of each monthly enrollment report submitted. As well, you need to keep supporting documentation, including registration and attendance records, that support your enrollment totals and the rate categories claimed.

The Child Care Licensing Regulation requires the licensee to maintain up-to-date records for each child enrolled at a facility, including:

- The child's name, sex, and date of birth
- The date of the child's enrollment in the facility
- The child's daily attendance record
- The name and telephone number of a parent or guardian of the child

You might be required to submit any of the above records or provide them to a staff person in the event of a review or audit by the Child Care Programs and Services Branch. It is the child care provider's responsibility to obtain informed consent of parents to allow for information collected to be used for this purpose. Your records will be returned to you following the review.

For More Information

If you have any questions about the Child Care Operating Funding Program, please contact the Child Care Programs HelpLine:

- In Greater Victoria call 356-6501
- Outside Greater Victoria call Toll-free 1-888-338-6622

Visit the Ministry of Children and Family Development web site:

<http://www.mcf.gov.bc.ca/childcare/>