The purpose of the monthly enrolment report is to account for the child care services that each of your facilities provided to enrolled children, based on the age and the hours enrolled for each child. Child Care Operating Funding (CCOF) is based on enrolment.

General Instructions

- Always PRINT clearly. Please remember that enrolment reports are scanned electronically. If your printing is not clear enough to be read by the scanner, your report(s) could be delayed or rejected.
- Use BLACK or BLUE ballpoint pens only.
- Do NOT use whiteout, as it may cause faxes to come through illegible.
- Do NOT enter any information outside of the boxes. Any writing or notes in the margins is not read by the scanner. Do no change pre-filled information.
- Enter only ONE number per box. This means that the number 44 would require two boxes and the number 444 would require three boxes.
- Fill in actual enrolment numbers only. If you had no enrolment on a particular day, leave the box blank – do NOT enter a zero.
- Enter a number in the TOTALS row in each rate category column.
- Do NOT fold or crease the enrolment form.
- Do NOT use a cover sheet when faxing in your report. Fax ONLY the enrolment report.
- Reports must be submitted between the 1st and 10th of the following month (e.g. April's enrolment report is due no later than May 10th. Do not submit report prior to the end of the month.
- Do not call to check on your reports until 10 business days after the date submitted. Keep a copy of each monthly enrolment report in case you need to resubmit report. Have your fax machine set to print a confirmation report that the fax was sent successfully.

What to Report

- Remember the enrolment report is **NOT** an attendance report.
- Report the following information, on a monthly basis, for each facility:

  o All children enrolled each day that you were open and providing child care whether they attend or not.
  o All children enrolled during the month – count each child only once per month.
  o All children who are registered in a licensed space, whether they attend or not.
  o Drop-in children, as long as they are not in the space of an enrolled child who is absent.
  o Only report enrolment on days your facility is open and providing child care service.
  o Only report children on the days that they are registered and enrolled.

Step 1: Confirm the legal name of the organization, facility name, facility ID number, month and year being reported, to ensure you are entering enrolment on the correct form.

Step 2: Report enrolment for each 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 6am, after 7pm, or overnight) or if you offer child care seven days a week, you must have applied for and been approved for funding for this level of service.

Step 3: For each day of the month you are open and providing service, print the number of children under 36 months (excluding those in preschool) who were enrolled, whether or not they attended. Enter the number in the appropriate column, based on whether they were enrolled four hours or less for that day or more than four hours for that day. For example, a Child Care Centre has 7 children under 36 months enrolled on the first of the month. Two of those children are enrolled for four hours or less and four of those children are enrolled for more than four hours a day. One drop-in child also attended from 9am – 12pm. These children would be reported in the 'under 36 months' column: 3 in the four hours or less column and 4 in the more than four hours column.

Step 4: Ensure that you have recorded enrolment for each day of the month that the facility was open and providing child care. Then total each column and print the total enrolment for each rate category in the totals row. Do not enter zeros in individual boxes for each day you had no enrolment.

Step 5: Ensure that an authorized signing authority for the facility verifies that the information is true and correct. Confirm the funding agreement number, as indicated on the first page of the funding agreement.

Please go over totals carefully. Enrolment reports submitted with incorrectly added totals will be rejected.

Reminder:

You must create and maintain enrolment reports for each Facility to support the enrolment claimed.

You must create and maintain for each child: the full name, date of birth and date of enrolment in each program facility, a monthly schedule of confirmed enrolled spaces and daily attendance records indicating for each day whether the child is absent or, if the child is present, the time of arrival and departure.

You must retain the records described above for 2 years following the date of claim and make available to the Province for audit purposes. This condition remains in effect beyond the expiry of the Agreement.

You must comply with all information requests made by the Province in the form, manner and timeframe specified.

For audit purposes, you must permit the Province or designates at any time during normal business hours to review any and all records relevant to this Agreement. You must provide clear notice to parents that necessary personal information about them will be provided to the Program when required by the Program for the purposes of determining and auditing the provision of funding under the Program

Failure to provide the records referred to in the Funding Agreement paragraphs 11.01 and 11.02 within 30 days of receipt of a demand for these records by the Province results in all funding paid under this Agreement for the requested period being deemed an overpayment owing to the Province.

Frequently Asked Questions

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

Enrolment is reported when child care services are available (the facility is open and providing child care service) and either for an enrolled child or a child occupying a vacant space on a drop-in basis. You can report children who attend on a drop-in basis as long as they are not filling spaces that are temporarily available due to the absence of an enrolled child.

When reporting enrolment, the age of the child, whether they are attending school and the length of time and days they are enrolled for determines where you report their enrolment. For example, you might have the following scenario on a particular day:

Total Number of children enrolled = 31

Number of Children Enrolled	Description of Age/Care Type	Number of hours enrolled
6	School Age Care in Kindergarten	5
4	School Age Care (in elementary school, before and after-school care)	5.5
3	School Age Care (in elementary school, after-school care only)	3
3	Toddler (under 36 months, full-time)	10
2	Toddler (under 36 months, afternoon only)	3
1	Toddler (under 36 months, drop-in,	4

	morning only)		
1	Toddler (under 36 months, enrolled full-time, absent due to illness)	10	
6	Preschool (morning session)	2.5	
5	Preschool (afternoon session)	2.5	

Date	Under 36 months		3 years to Kindergarten		Grade 1 to 12 years		Preschool
	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	3	4		6	3	4	11

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

To answer the question at the <u>top</u> of the enrolment report, simply count how many different children enrolled in the facility during the month. Count each child only <u>once</u> per month. For example, if a child enrolled in preschool during the mornings, then was enrolled in a under 36 months space for the afternoon, count him/her as one individual child, in the preschool category only at the top of the report.

To answer the question at the <u>bottom</u> of the enrolment 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, marked TOTALS.

3. When do we need to submit the monthly enrolment report?

In order to receive your monthly payments promptly, submit your monthly enrolment reports after the child care services are provided, at the end of the month for which you are reporting enrolment. You must submit your monthly enrolment report by the <u>10th day</u> of the <u>following month</u>. For example, you would submit April's enrolment report by May 10th. Failure to submit monthly enrolment reports by the <u>10th</u> of the <u>following month</u> can result in a delay of payment.

The CCOF Program does not provide payment to the sponsoring organization until all funded facilities submit their monthly enrolment reports and they are received, processed, and approved.

In addition, monthly enrolment reports that are not received by the CCOF Program by the <u>10th of the month</u> following the end of the Funding Agreement term (March 31st) may lose their funding for periods where enrolment reports were not received.

4. How do I ensure that you receive my monthly enrolment reports?

You will receive written notification if your <u>fax</u> report is received but unable to be process payment due to error(s). If you do not receive written notification, you can assume that your report was successfully transmitted and received.

Due to the large number of monthly enrolment reports that the CCOF Program processes each month, <u>we cannot confirm acceptance of each enrolment report received</u>. Keep a copy of each monthly enrolment report in case you need to resubmit it and set your fax machine to print a confirmation that the fax was sent successfully.

5. What can an organization expect in the event of a review or audit by Child Care Programs and Services?

You must create and maintain enrolment reports for each Facility to support the enrolment claimed.

You must create and maintain for each child: the full name, date of birth and date of enrolment in the facility, a monthly schedule of confirmed enrolled spaces and daily attendance records, indicating for each day whether the child is absent or, if the child is present, the time of arrival and departure.

You must retain the records described above for 2 years following the date of claim and make available to the Province for audit purposes. This condition remains in effect beyond the expiry of the Agreement.

You must comply with all information requests made by the Province in the form, manner and timeframe specified.

For audit purposes, you must permit the Province or designates at any time during normal business hours to review any and all records relevant to this Agreement. You must provide clear notice to parents that necessary personal information about them will be provided to the Program when required by the Program for the purposes of determining and auditing the provision of funding under the Program.

Failure to provide the records referred to in the Funding Agreement paragraphs 11.01 and 11.02 within 30 days of receipt of a demand for these records by the Province results in all funding paid under this Agreement for the requested period being deemed an overpayment owing to the Province.

6. How do I report enrolment for a facility where enrolment varies day to day, with changes due to early dismissal days, Professional Development days, or parents' irregular schedules?

Within your maximum licence capacity limit as stated on your facility's *Community Care and Assisted Living Act* Facility Licence, report the amount of time and days each child is enrolled

for, for each day the facility is open and providing child care service. You can report additional drop-in children as long as they are not occupying spaces that were temporarily available due to the absence of an enrolled child.

7. The facility offers extended hours of child care, including some evenings and overnight care. How do we report children who attend 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 extended hours funding on your application. If this changes, you must provide this information in writing to the CCOF Program, as the Funding Agreement might require an amendment. Any amendment to the Funding Agreement is not automatically approved and is subject to approval and availability of funds.

If you are funded for extended hours, report children who attend in the evenings or overnight the same way as children who attend during the day, 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 four hours consecutively, only report it once in the correct age category, in the more than four hours column. This also applies to overnight stays. Therefore, 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 enrolment in the Grade 1-12 years category, in the more than four hours column on the day the overnight stay began.

8. Why is there a red notice saying "If a facility is currently in inactive status, the Enrolment Reports still can be submitted for active month for this facility" and can I submit enrolment reports?

The red notice is a general statement for all facilities. You can still submit enrolment reports for months that the facility is open and providing child care services.

9. Why is my facility in inactive status?

The Funding Agreement may still be in draft status (not signed by both parties), or your facility may not be operating for the month i.e. closed for Summer - July and August. If you are open and have not recently had a funding agreement drafted, please contact the CCOF Program by email at mcf.ccof@gov.bc.ca or by phone at 1 888 338-6622.

Important: Your enrolment report is prefilled with information currently on file with the CCOF Program. Do **NOT** make changes on the enrolment report. Contact CCOF Program if any information is incorrect.