



My ChildCareBC Services Navigation Guide



ChildCareBC

The Ministry of Education and Child Care acknowledges the territories of First Nations around B.C. and is grateful to carry out our work on these lands.

As the ministry is committed to reconciliation, we acknowledge the rights, interests, priorities and concerns of all Indigenous People – First Nations, Métis and Inuit – respecting and acknowledging their distinct cultures, histories and rights.

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This guide will help you
navigate the My ChildCareBC
Services portal and identify
key features and tasks



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Look for the **lightbulb icon** on each page for tips!

My ChildCareBC Services Home Page

1

Manage your organization's current fiscal year applications for CCOF, CCFRI, and ECE-WE funding, and view submission history

2

Renew your organization's funding agreement once they become available for the upcoming fiscal year

3

Submit change requests and view change request history

The screenshot shows the 'My ChildCareBC Services' home page. At the top, there is a header with the 'BRITISH COLUMBIA' logo and the text 'My ChildCareBC Services'. On the right side of the header, there is a notification icon and a user profile icon labeled 'username'. Below the header, the page displays the 'Organization ID: F-0000001' and 'Organization Name: 123ABC A Childcare Organization'. A central heading asks 'What would you like to do?'. Below this, there are six main action cards arranged in a 2x3 grid. Card 1 (top left) is titled 'Child Care Operating Funding (CCOF)' and shows the status as 'Active' with a 'View Recent Application' button. Card 2 (top middle) is titled 'Renew my Funding Agreement 2027-28' and has a 'Renew my Funding Agreement' button. Card 3 (top right) is titled 'Request a change' and has a 'Request a change' button. Card 4 (bottom left) is titled 'Submit and Manage Facility Reports' and has a 'Manage Reports' button. Card 5 (bottom middle) is titled 'Manage Organization and Facilities' and has a 'Manage Organization and Facilities' button. Card 6 (bottom right) is titled 'Manage Users' and has a 'Manage Users' button. Numbered callouts 1, 2, and 3 are placed over the first three cards respectively.



Pop up prompts will appear on the home page as helpful reminders.



My ChildCareBC Services Home Page

4

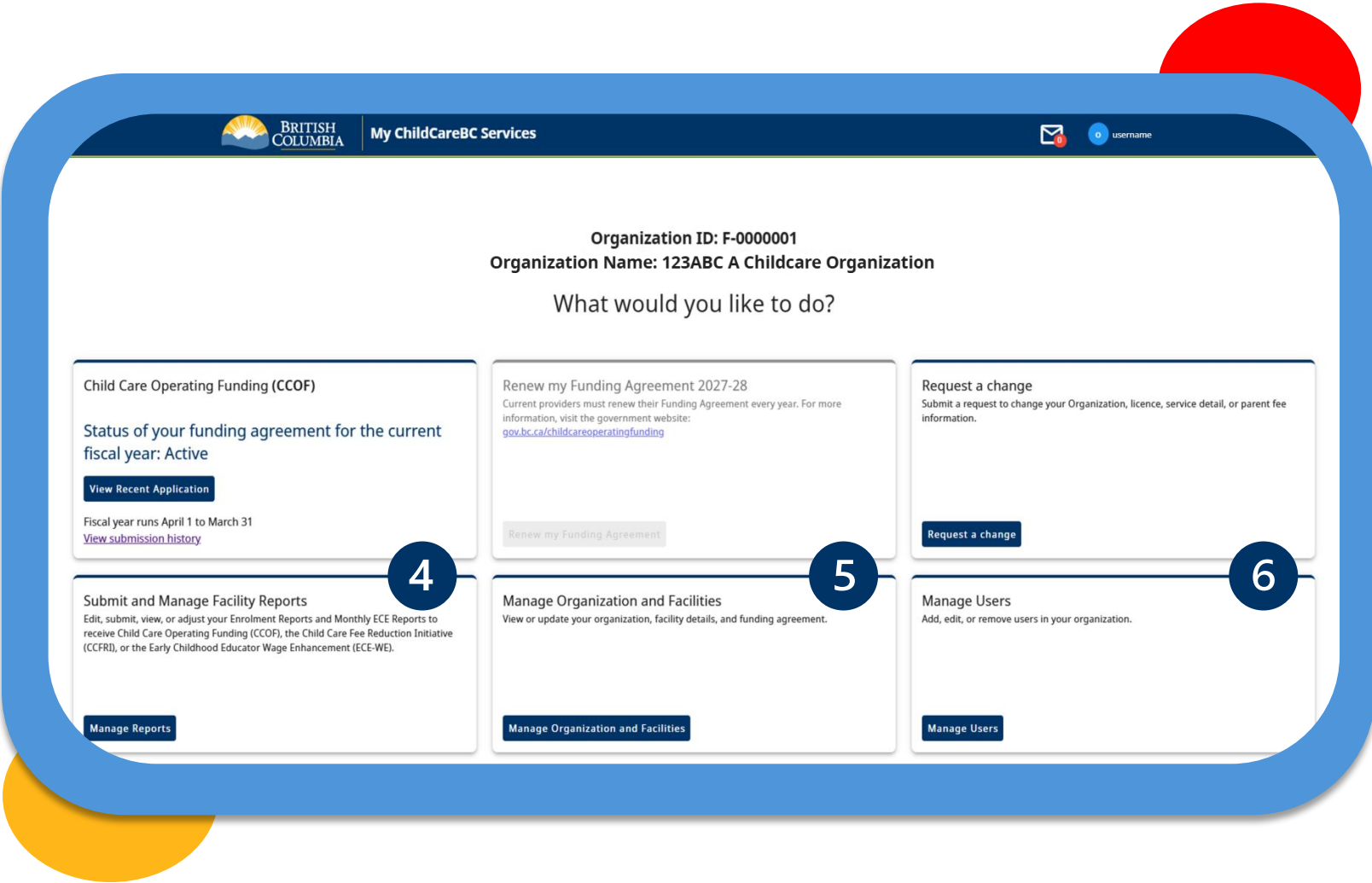
Complete and submit Monthly Enrolment and Monthly ECE Reports, edit submitted reports, and create adjustment reports

5

View and update organization and facility details, access current and historical funding agreements, view CCFRI and ECE-WE payments, manage ECEs and complete the Programs and Vacancies questionnaire

6

Manage your organization’s users in the My ChildCareBC Services portal





My ChildCareBC Services Home Page

- 7 View the fiscal year summary for all of your organization's facilities
- 8 Manage organization closures once your funding agreement is approved
- 9 View notifications from the ministry
- 10 Return to the home page or to logout

The screenshot shows the 'My ChildCareBC Services' interface. At the top is a dark blue header with the 'BRITISH COLUMBIA' logo on the left and 'My ChildCareBC Services' on the right. To the right of the header are icons for notifications (envelope) and a user profile (person icon labeled 'username').

Callout 7 points to the 'Fiscal Year: 2026-27' and 'Funding Agreement Number: C27FPF-0000001-00' section.

Callout 8 points to the 'Organization Closures' button.

Callout 9 points to the notifications icon in the header.

Callout 10 points to the user profile icon in the header.

The main content area displays facility information: 'Facility ID: F-0000001-0000004', 'Facility Name: Family Facility Test', and 'Licence Number: 123-abc'. Below this, it shows the status for 'Child Care Fee Reduction Initiative (CCFRI)' and 'Early Childhood Educator Wage Enhancement (ECE-WE)' as 'APPROVED'.

A note at the bottom states: 'Note: For assistance completing your Program Confirmation Form, contact the program at 1-888-338-6622 (Option 2).'



You can also click the British Columbia logo at the top to return to the home page at any time.



Request a Change

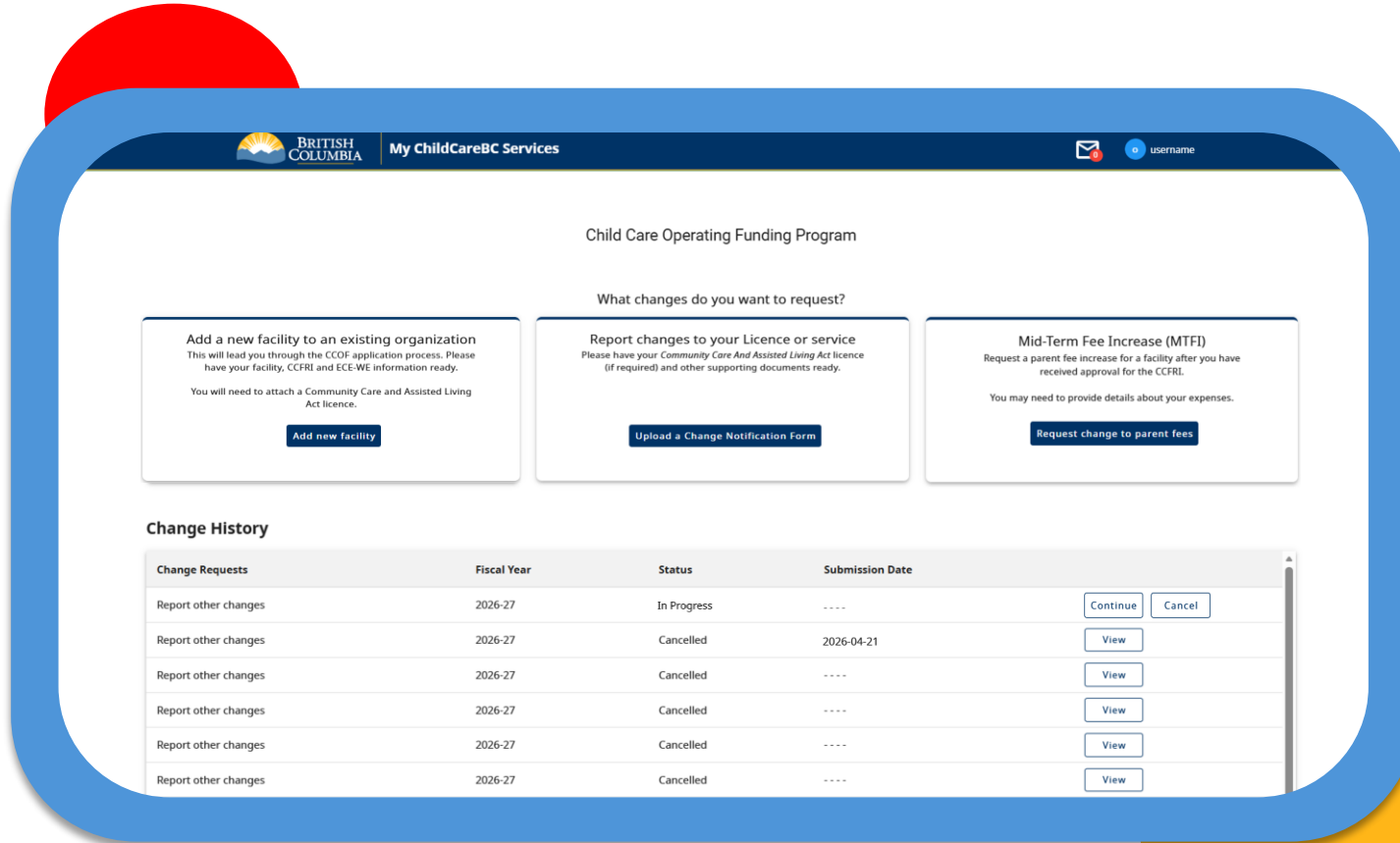
The screenshot shows the 'My ChildCareBC Services' dashboard. At the top, the British Columbia logo and 'My ChildCareBC Services' are on the left, and a notification icon and 'username' are on the right. The main content area displays the following information:

- Organization ID:** F-0000001
- Organization Name:** 123ABC A Childcare Organization
- What would you like to do?**

The dashboard features six action cards arranged in a 2x3 grid:

- Child Care Operating Funding (CCOF):** Status of your funding agreement for the current fiscal year: Active. Includes a 'View Recent Application' button and a link to 'View submission history'.
- Renew my Funding Agreement 2027-28:** Current providers must renew their Funding Agreement every year. For more information, visit the government website: gov.bc.ca/childcareoperatingfunding. Includes a 'Renew my Funding Agreement' button.
- Request a change:** Submit a request to change your Organization, licence, service detail, or parent fee information. This card has a hand-drawn yellow arrow pointing to the 'Request a change' button.
- Submit and Manage Facility Reports:** Edit, submit, view, or adjust your Enrolment Reports and Monthly ECE Reports to receive Child Care Operating Funding (CCOF), the Child Care Fee Reduction Initiative (CCFRI), or the Early Childhood Educator Wage Enhancement (ECE-WE). Includes a 'Manage Reports' button.
- Manage Organization and Facilities:** View or update your organization, facility details, and funding agreement. Includes a 'Manage Organization and Facilities' button.
- Manage Users:** Add, edit, or remove users in your organization. Includes a 'Manage Users' button.

Request a Change



The screenshot shows the 'My ChildCareBC Services' portal. At the top, there's a header with the British Columbia logo and 'My ChildCareBC Services'. Below this, the page title is 'Child Care Operating Funding Program'. The main section is titled 'What changes do you want to request?' and contains three cards:

- Add a new facility to an existing organization**: This will lead you through the CCOF application process. Please have your facility, CCFRL and ECE-WE information ready. You will need to attach a Community Care and Assisted Living Act licence. Button: **Add new facility**
- Report changes to your Licence or service**: Please have your Community Care And Assisted Living Act licence (if required) and other supporting documents ready. Button: **Upload a Change Notification Form**
- Mid-Term Fee Increase (MTFI)**: Request a parent fee increase for a facility after you have received approval for the CCFRL. You may need to provide details about your expenses. Button: **Request change to parent fees**

Below these cards is a 'Change History' section with a table:

Change Requests	Fiscal Year	Status	Submission Date	
Report other changes	2026-27	In Progress	----	Continue Cancel
Report other changes	2026-27	Cancelled	2026-04-21	View
Report other changes	2026-27	Cancelled	----	View
Report other changes	2026-27	Cancelled	----	View
Report other changes	2026-27	Cancelled	----	View
Report other changes	2026-27	Cancelled	----	View

Use the **Request a Change** section to:

- Add additional facilities (available for group organizations only)
- Report changes to your licence or service details, as well as organization and facility information
- Request mid-term fee increases
- View change history and change request status



Unsure about what changes you need to report beyond these? Visit the [Child Care Operating Funding](#) web page for more information.



Submit and Manage Facility Reports

The screenshot shows the 'My ChildCareBC Services' dashboard. At the top, the British Columbia logo and 'My ChildCareBC Services' are on the left, and a notification icon and 'username' are on the right. The main content area displays the following information:

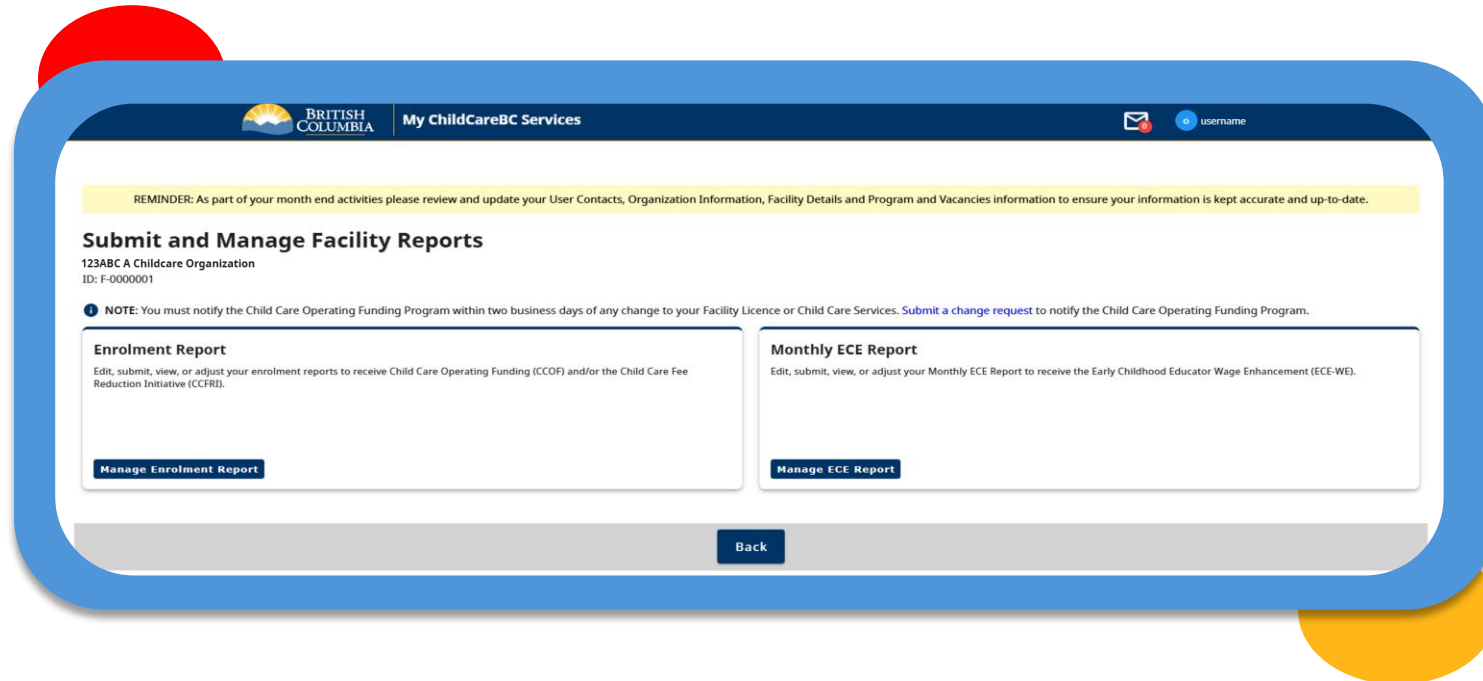
- Organization ID:** F-0000001
- Organization Name:** 123ABC A Childcare Organization
- What would you like to do?**

The dashboard is divided into six cards:

- Child Care Operating Funding (CCOF):** Status of your funding agreement for the current fiscal year: Active. Includes a 'View Recent Application' button and a link to 'View submission history'.
- Renew my Funding Agreement 2027-28:** Current providers must renew their Funding Agreement every year. For more information, visit the government website: gov.bc.ca/childcareoperatingfunding. Includes a 'Renew my Funding Agreement' button.
- Request a change:** Submit a request to change your Organization, licence, service detail, or parent fee information. Includes a 'Request a change' button.
- Submit and Manage Facility Reports:** Edit, submit, view, or adjust your Enrolment Reports and Monthly ECE Reports to receive Child Care Operating Funding (CCOF), the Child Care Fee Reduction Initiative (CCFRI), or the Early Childhood Educator Wage Enhancement (ECE-WE). Includes a 'Manage Reports' button, which is highlighted with a yellow arrow.
- Manage Organization and Facilities:** View or update your organization, facility details, and funding agreement. Includes a 'Manage Organization and Facilities' button.
- Manage Users:** Add, edit, or remove users in your organization. Includes a 'Manage Users' button.

Submit and Manage Facility Reports

New for
2026



The screenshot shows a web application interface for 'My ChildCareBC Services'. At the top, there's a header with the 'BRITISH COLUMBIA' logo and a user profile icon labeled 'username'. Below the header, a yellow banner contains a reminder: 'REMINDER: As part of your month end activities please review and update your User Contacts, Organization Information, Facility Details and Program and Vacancies information to ensure your information is kept accurate and up-to-date.' The main section is titled 'Submit and Manage Facility Reports' and includes the organization name '123ABC A Childcare Organization' and ID 'ID: F-0000001'. A note states: 'NOTE: You must notify the Child Care Operating Funding Program within two business days of any change to your Facility Licence or Child Care Services. Submit a change request to notify the Child Care Operating Funding Program.' There are two main report sections: 'Enrolment Report' and 'Monthly ECE Report'. Each section has a description of what the report is used for and a 'Manage' button. At the bottom, there is a 'Back' button.

Use the **Submit and Manage Facility Reports** section to:

- Edit, submit, view and adjust your Enrolment Reports and Monthly ECE Reports
- Report full-month closures through your Enrolment Reports
- Access Enrolment Report payment information and closure details
- View the status of your Enrolment and Monthly ECE Reports



Reports open on the first day of the month prior to the reporting period and will include the submission deadline.

Once approved for the Child Care Fee Reduction Initiative, when editing an enrolment report the approved Parent Fees will be displayed at the top of the report.



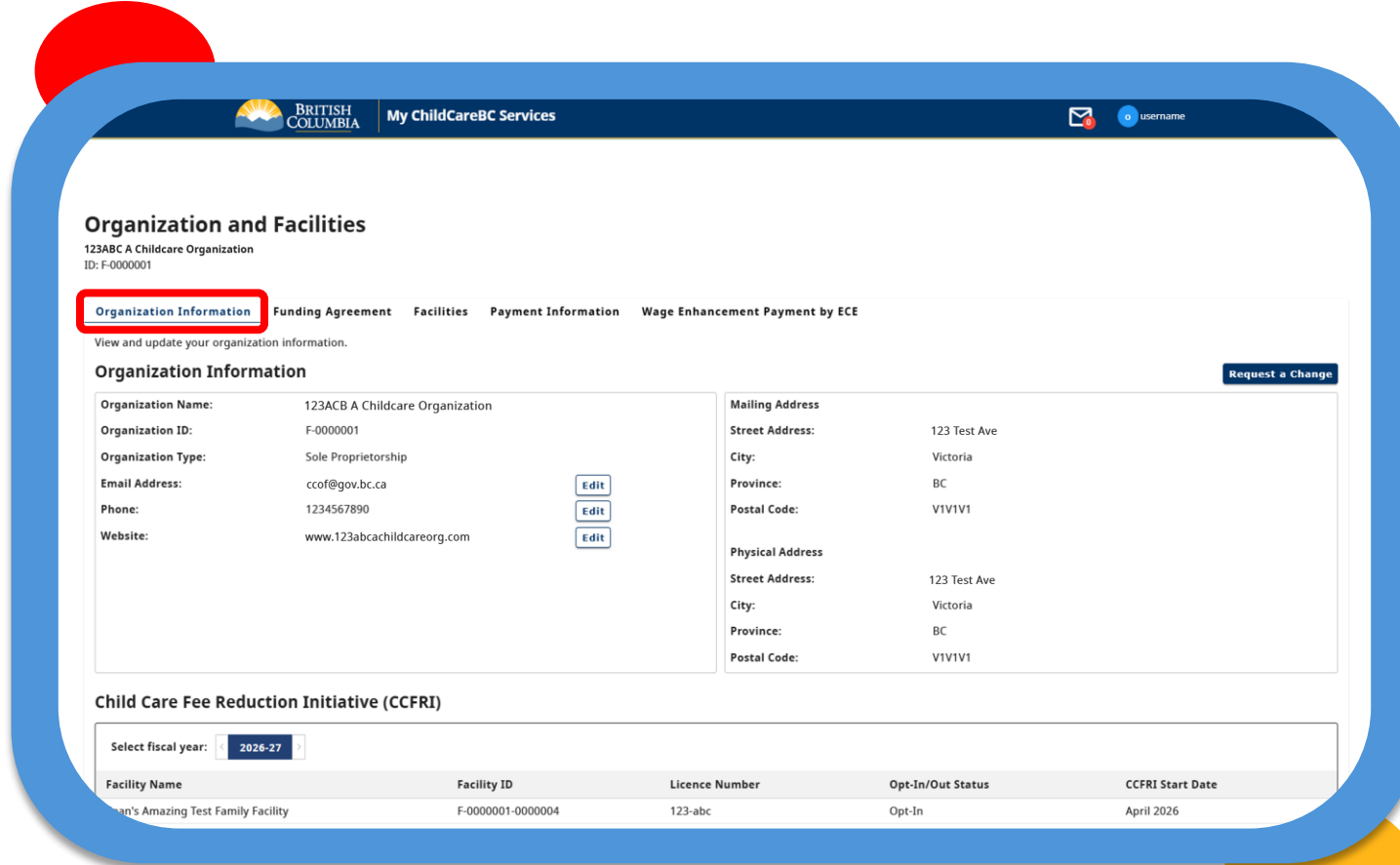
Manage Organization and Facilities

The screenshot shows the 'My ChildCareBC Services' dashboard. At the top, there's a header with the British Columbia logo and 'My ChildCareBC Services' text. On the right, there's a user profile icon labeled 'username'. The main content area displays the 'Organization ID: F-0000001' and 'Organization Name: 123ABC A Childcare Organization'. Below this, a question 'What would you like to do?' is followed by six action cards:

- Child Care Operating Funding (CCOF)**: Status of your funding agreement for the current fiscal year: Active. Includes a 'View Recent Application' button and a link to 'View submission history'.
- Renew my Funding Agreement 2027-28**: Current providers must renew their Funding Agreement every year. For more information, visit the government website: gov.bc.ca/childcareoperatingfunding. Includes a 'Renew my Funding Agreement' button.
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- Submit and Manage Facility Reports**: Edit, submit, view, or adjust your Enrolment Reports and Monthly ECE Reports to receive Child Care Operating Funding (CCOF), the Child Care Fee Reduction Initiative (CCFRI), or the Early Childhood Educator Wage Enhancement (ECE-WE). Includes a 'Manage Reports' button.
- Manage Organization and Facilities**: View or update your organization, facility details, and funding agreement. Includes a 'Manage Organization and Facilities' button, which is highlighted by a yellow arrow.
- Manage Users**: Add, edit, or remove users in your organization. Includes a 'Manage Users' button.

Manage Organization and Facilities

New for
2026



The screenshot shows the 'My ChildCareBC Services' portal. The 'Organization Information' tab is selected and highlighted with a red box. The page displays organization details for '123ABC A Childcare Organization' (ID: F-0000001). The details are organized into two columns: Organization Information and Mailing Address. The Organization Information column includes fields for Organization Name, ID, Type, Email Address, Phone, and Website, each with an 'Edit' button. The Mailing Address column includes fields for Street Address, City, Province, and Postal Code. Below these fields is a 'Request a Change' button. At the bottom, there is a section for the 'Child Care Fee Reduction Initiative (CCFRI)' with a dropdown for 'Select fiscal year' set to '2026-27' and a table listing facilities.

Facility Name	Facility ID	Licence Number	Opt-In/Out Status	CCFRI Start Date
Man's Amazing Test Family Facility	F-0000001-0000004	123-abc	Opt-In	April 2026

Use the **Organization Information** tab to:

- View organizational-level information
- Edit available organization details
- View CCFRI and ECE-WE opt-in and opt-out status and start dates for your facilities



The **Request a Change** button is available for changes that cannot be made via self-service on the Organization Information tab.

Manage Organization and Facilities

New for
2026

Organization and Facilities
123ABC A Childcare Organization
ID: F-0000001

Organization Information **Funding Agreement** Facilities Payment Information Wage Enhancement Payment by ECE

You must notify the Child Care Operating Funding Program within two business days of any change to your Facility Licence or Child Care Services.
Submit a change request to notify the Child Care Operating Funding Program. [Request a Change](#)

Select a funding agreement term:

Funding Agreement Term	Funding Agreement Number	Status	Actions	Effective Date	End Date
2026-27	C27FPF-0000001-00	Active	View Download	2026-04-05	2027-03-31

Items per page: 10 1-1 of 1

[Back](#)

Use the **Funding Agreement** tab to:

- View current funding agreements
- Sign your funding agreement by clicking the **View** button
- Download a PDF version of each funding agreement



The **Request a Change** button is available for changes that cannot be made via self-service on the Funding Agreement tab.

Manage Organization and Facilities

New for
2026

Organization and Facilities
123ABC A Childcare Organization
ID: F-0000001

Organization Information Funding Agreement **Facilities** Payment Information Wage Enhancement Payment by ECE

View and manage the facilities of your organization.

Active Facilities

Filter by Facility ▼

Facility Name	Facility Address	Facility ID	Licence Number	Action
Family Facility Test	123 Test Ave, Victoria	F-0000001-0000004	123-abc	Open

Items per page: 10 1-1 of 1 |< < > >|

Inactive Facilities

Filter by Facility ▼

Facility Name	Facility Address	Facility ID	Licence Number	Action
No data available				

Items per page: 10 0-0 of 0 |< < > >|

Use the **Facilities** tab to:

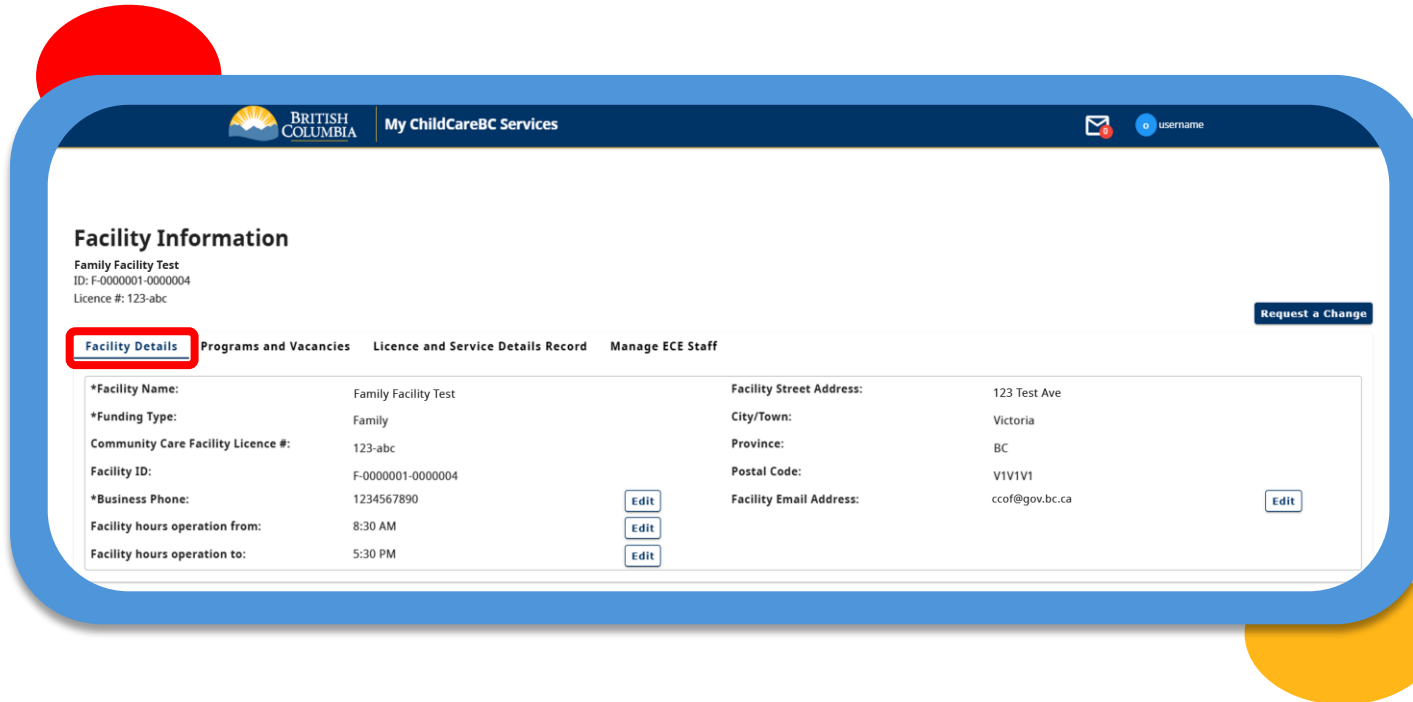
- View active and inactive facilities
- Access facility-level information using the **Open** button



Filter by facility for easier viewing.

Manage Organization and Facilities

New for
2026



Facility Information
Family Facility Test
ID: F-0000001-0000004
Licence #: 123-abc

Request a Change

Facility Details | Programs and Vacancies | Licence and Service Details Record | Manage ECE Staff

*Facility Name:	Family Facility Test	Facility Street Address:	123 Test Ave
*Funding Type:	Family	City/Town:	Victoria
Community Care Facility Licence #:	123-abc	Province:	BC
Facility ID:	F-0000001-0000004	Postal Code:	V1V1V1
*Business Phone:	1234567890	Facility Email Address:	ccof@gov.bc.ca
Facility hours operation from:	8:30 AM		
Facility hours operation to:	5:30 PM		

After selecting the **Open** button, you will be taken to the selected facility. From there, use the available tabs to view information and complete tasks related to that facility.

Use the **Facility Details** tab to:

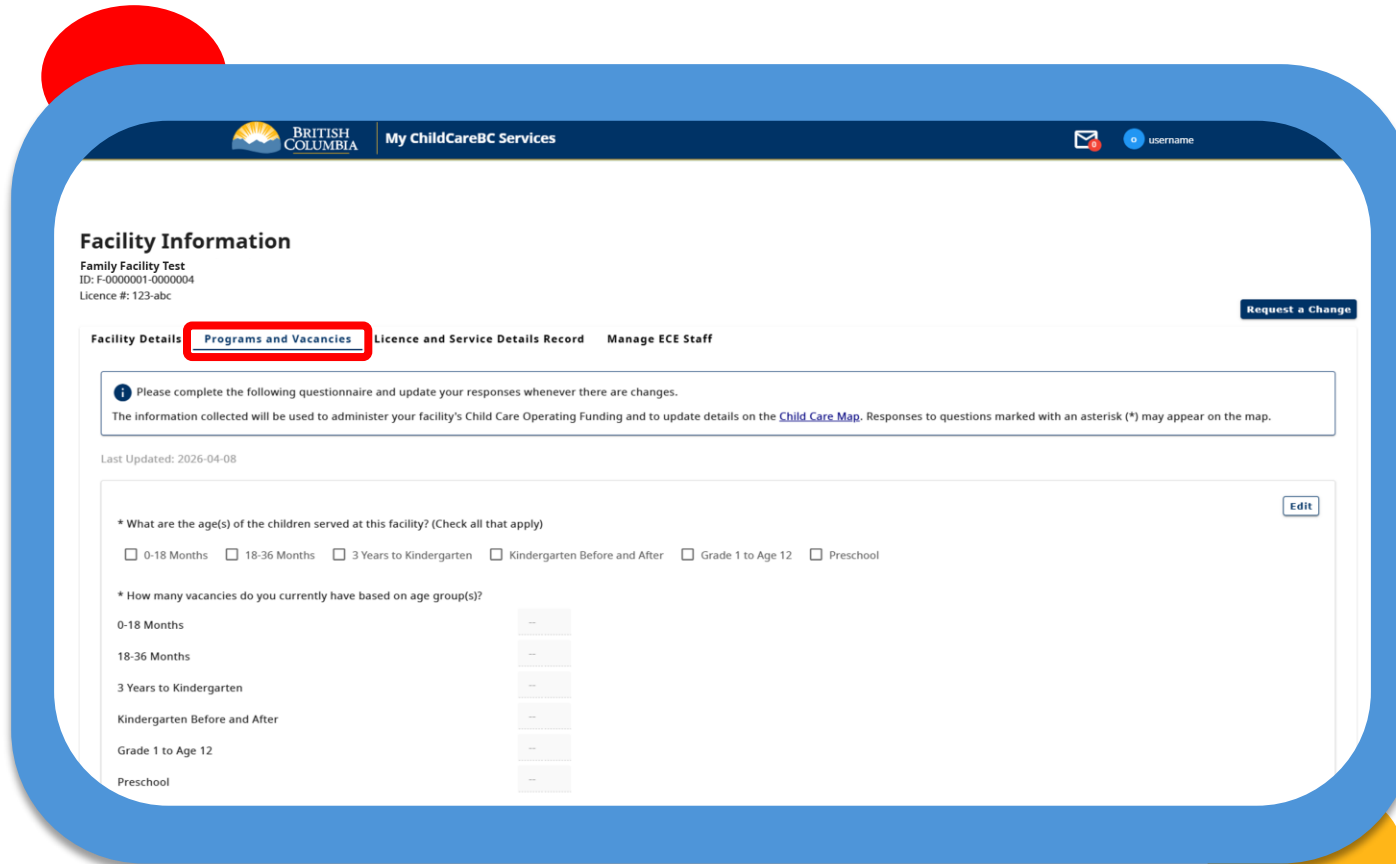
- View facility-level information
- Edit available facility details



The **Request a Change** button is available for changes that cannot be made via self-service on the Facility Details tab.

Manage Organization and Facilities

New for
2026



Facility Information
Family Facility Test
ID: F-0000001-0000004
Licence #: 123-abc

Facility Details **Programs and Vacancies** Licence and Service Details Record Manage ECE Staff

Request a Change

Please complete the following questionnaire and update your responses whenever there are changes.
The information collected will be used to administer your facility's Child Care Operating Funding and to update details on the [Child Care Map](#). Responses to questions marked with an asterisk (*) may appear on the map.

Last Updated: 2026-04-08

* What are the age(s) of the children served at this facility? (Check all that apply)

☐ 0-18 Months ☐ 18-36 Months ☐ 3 Years to Kindergarten ☐ Kindergarten Before and After ☐ Grade 1 to Age 12 ☐ Preschool

* How many vacancies do you currently have based on age group(s)?

0-18 Months	--
18-36 Months	--
3 Years to Kindergarten	--
Kindergarten Before and After	--
Grade 1 to Age 12	--
Preschool	--

Edit

Use the **Programs and Vacancies** tab to:

- Complete the questionnaire for your facility
- Review and update your information to ensure the Child Care Map reflects accurate and up-to-date details

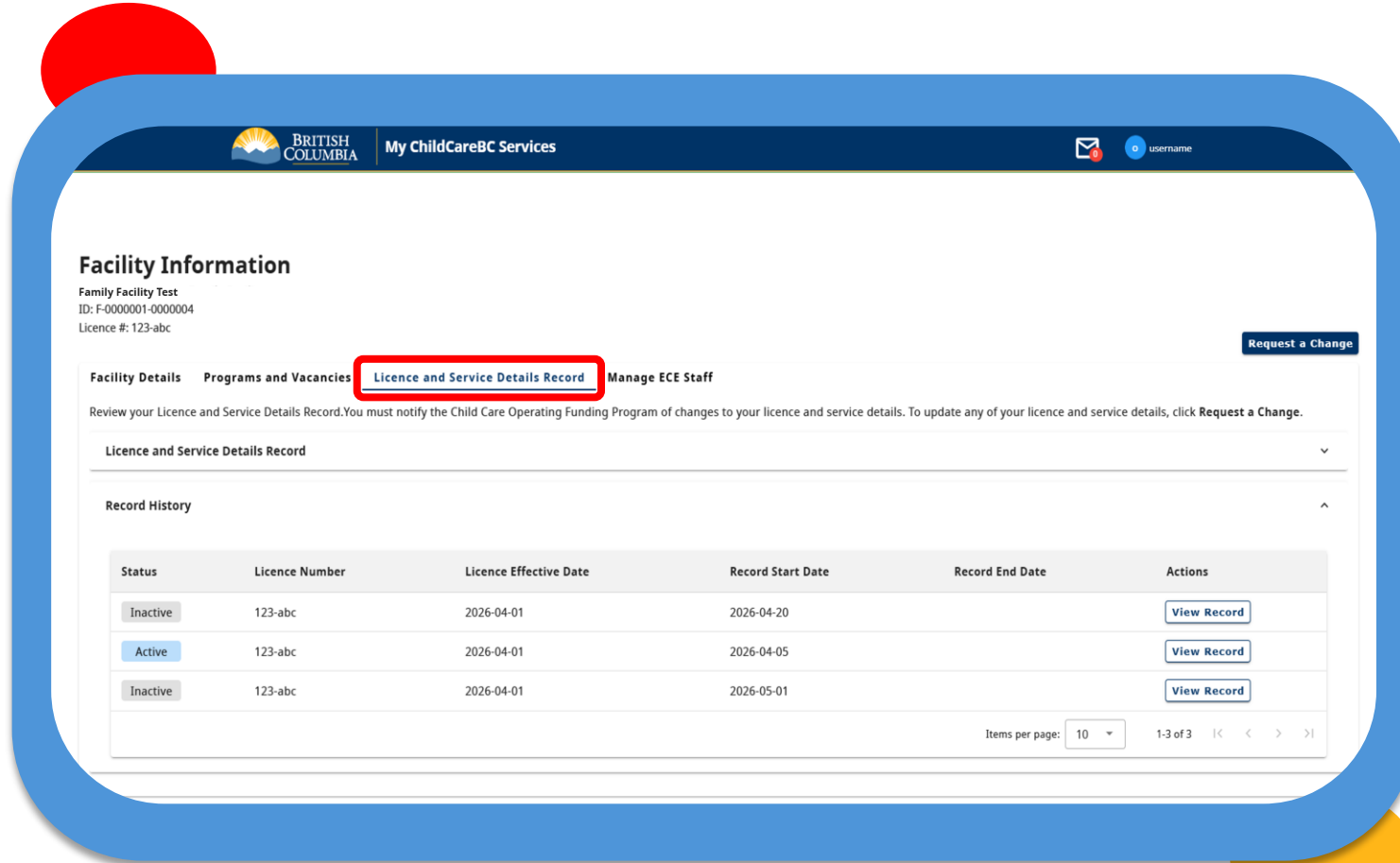
The **Last Updated** date helps you determine if changes are needed.



Users with the role of Organization Administrator and Facility Administrator – Advanced can complete the **Programs and Vacancies** questionnaire.

Manage Organization and Facilities

New for
2026



The screenshot shows the 'My ChildCareBC Services' interface. At the top, there's a header with the British Columbia logo and 'My ChildCareBC Services'. Below this, the 'Facility Information' section displays 'Family Facility Test', 'ID: F-0000001-0000004', and 'Licence #: 123-abc'. A 'Request a Change' button is visible. The main content area has tabs: 'Facility Details', 'Programs and Vacancies', 'Licence and Service Details Record' (highlighted with a red box), and 'Manage ECE Staff'. Below the tabs, a message states: 'Review your Licence and Service Details Record. You must notify the Child Care Operating Funding Program of changes to your licence and service details. To update any of your licence and service details, click Request a Change.' The 'Licence and Service Details Record' section is expanded, showing a 'Record History' table with three rows. Each row has columns for Status, Licence Number, Licence Effective Date, Record Start Date, Record End Date, and Actions. The first two rows have 'View Record' buttons.

Status	Licence Number	Licence Effective Date	Record Start Date	Record End Date	Actions
Inactive	123-abc	2026-04-01	2026-04-20		View Record
Active	123-abc	2026-04-01	2026-04-05		View Record
Inactive	123-abc	2026-04-01	2026-05-01		View Record

Items per page: 10 1-3 of 3

Use the **Licence and Service Details Record** tab to:

- Review your licence and service details to ensure they are accurate
- View Record History
- View the status of your licence and service details record



Select the **Request a Change** button to report changes to the Licence and Service Details Record.

Manage Organization and Facilities

New for
2026

Facility Information
Family Facility Test
ID: F-0000001-0000004
Licence #: 123-abc

Facility Details | **Programs and Vacancies** | **Licence and Service Details Record** | **Manage ECE Staff** | **Request a Change**

All ECE information has been updated from the ECE Registry.

Important: Only staff who hold an active Early Childhood Educator, Infant and Toddler Educator, or Special Needs Educator certificate are eligible for the ECE Wage Enhancement.

Click **Refresh ECE information** to ensure information has been updated from the ECE Registry before making any changes to Hourly Wage or Status. To save changes to Hourly Wage or Status click **Save Changes** below.

Search ECE Staff

Add ECE Staff | **Edit** | **Refresh ECE Information**

Last Name	Middle Name	First Name	Registration Number	Hourly Wage	Status	Certifications
Last Name1		First Name1	913205	\$ 25.00	☒ Active ☐ Inactive	View
Last Name2		First Name2	913425	\$ 21.00	☒ Active ☐ Inactive	View
Last Name3		First Name3	913428	\$ 25.00	☒ Active ☐ Inactive	View
Last Name4		First Name4	913421	\$ 22.00	☒ Active ☐ Inactive	View
Last Name5		First Name5	913422	\$ 21.00	☒ Active ☐ Inactive	View
Last Name6		First Name6	913427	\$ 26.50	☒ Active ☐ Inactive	View
Last Name7		First Name7	913423	\$ 24.00	☒ Active ☐ Inactive	View
Last Name8		First Name8	913419	\$ 30.00	☒ Active ☐ Inactive	View
		First Name9	913415	\$ 27.00	☒ Active ☐ Inactive	View

Use the **Manage ECE Staff** tab to:

- Add and manage ECE information
- Access the Monthly ECE Report section

Most information in this tab – except Hourly Wage and Status – is pulled directly from the ECE Registry.



ECE staff can be added, or have their status set from inactive to active, both in this tab and within a Monthly ECE Report.

Manage Organization and Facilities

New for
2026

Organization and Facilities
123ABC A Childcare Organization
ID: F-0000001

Organization Information Funding Agreement Facilities **Payment Information** Wage Enhancement Payment by ECE

View and manage the payment records of your organization.

Select fiscal year: 2026-27

Facility name: All

Funding type: All

Invoice number: Invoice number

Month of service: All

Facility ID: Facility ID

Select paid date(s): Paid start date: yyyy-mm-dd Paid end date: yyyy-mm-dd

Reset

Facility Name	Facility ID	Licence Number	Month of Service	Funding Type	Base/Adjustment Report	Amount(\$)	Approved Date	Paid Date	Invoice Number	Payment Line Status
Family Facility Test	F-0000001-0000004	123-abc	April 2026	CCFRI	Base	\$3,515.00	2026-05-08	2026-05-08	INV-262897612	Approved
Family Facility Test	F-0000001-0000004	123-abc	April 2026	CCFRI Provider Payment	Base	\$319.06	2026-05-08	2026-05-08	INV-262897613	Approved
Family Facility Test	F-0000001-0000004	123-abc	April 2026	CCOF	Base	\$408.50	2026-05-08	2026-05-08	INV-262897611	Approved

Items per page: 20 1-3 of 3

Use the **Payment Information** tab to:

- View and manage your organization's payment information



Multiple filter options available for easier viewing.

Manage Organization and Facilities

New for
2026

Organization and Facilities

123ABC A Childcare Organization
ID: F-0000001

Organization Information Funding Agreement Facilities Payment Information **Wage Enhancement Payment by ECE**

View ECE-WE payment details by ECE. The report only includes Monthly ECE Reports approved for payment.

Month of service: From April 2026 To May 2027

Facility name: Select facility All facilities

ECE(s): Select ECE(s) All ECEs

Generate Report

Use the **Wage Enhancement Payment by ECE** tab to:

- View approved ECE Wage Enhancement payment details by ECE, including wage enhancement and statutory benefit rates
- View facility-level wage enhancement and statutory benefits totals



Multiple filter options available for easier viewing.



Manage Users

BRITISH COLUMBIA My ChildCareBC Services username

Organization ID: F-0000001
Organization Name: 123ABC A Childcare Organization

What would you like to do?

Child Care Operating Funding (CCOF)

Status of your funding agreement for the current fiscal year: Active

[View Recent Application](#)

Fiscal year runs April 1 to March 31
[View submission history](#)

Renew my Funding Agreement 2027-28

Current providers must renew their Funding Agreement every year. For more information, visit the government website:
gov.bc.ca/childcareoperatingfunding

[Renew my Funding Agreement](#)

Request a change

Submit a request to change your Organization, licence, service detail, or parent fee information.

[Request a change](#)

Submit and Manage Facility Reports

Edit, submit, view, or adjust your Enrolment Reports and Monthly ECE Reports to receive Child Care Operating Funding (CCOF), the Child Care Fee Reduction Initiative (CCFRI), or the Early Childhood Educator Wage Enhancement (ECE-WE).

[Manage Reports](#)

Manage Organization and Facilities

View or update your organization, facility details, and funding agreement.

[Manage Organization and Facilities](#)

Manage Users

Add, edit, or remove users in your organization.

[Manage Users](#)

Manage Users

New for
2026

The screenshot shows the 'Manage Users' page for '123ABC A Childcare Organization' (ID: F-0000001). The page header includes the British Columbia logo and 'My ChildCareBC Services'. A navigation bar at the top right shows a mail icon and a user profile icon labeled 'username'. The main content area has a title 'Manage Users' and a sub-header '123ABC A Childcare Organization ID: F-0000001'. Below this is a box containing role descriptions: 'Portal User' (can log in, requires Business BCeID), 'Contact Only' (cannot log in, no BCeID), 'Organization Administrator' (full access), 'Facility Administrator Advanced' (can submit reports, update phone/email), 'Facility Administrator Basic' (can fill out reports, cannot submit), and 'Read Only' (can view facilities, cannot make changes). A note states: 'To update someone's access type, click Remove, then use Add New User to re-add them with a new role.' There is an '+ Add User' button. A table lists users with columns: First Name, Last Name, Phone Number, Email, Access Type, and actions (Edit, Remove, and a dropdown arrow). The table contains 8 rows of test data. At the bottom, there is a 'Back' button and pagination controls showing 'Items per page: 10' and '1-7 of 7'.

First Name	Last Name	Phone Number	Email	Access Type	Actions
Test1	Ops Policy	2501234567	test1opspolicy@gmail.com	Organization Administrator Primary Contact	Edit Remove ▾
Test5	Ops Policy	0123456789	test5opspolicy@gmail.com	Organization Administrator	Edit Remove ▾
OFM	UAT119		ofmuat@gmail.com	Organization Administrator	Edit ▾
Test	For Training	2502525555	testtraining@gmail.com	Facility Administrator - Advanced	Edit Remove ▾
Test4	Trainers	2501234567	testtraining@gmail.com	Facility Administrator - Advanced	Edit Remove ▾
Test3	Ops Policy	2501234567	test3opspolicy@gmail.com	Facility Administrator - Basic	Edit Remove ▾
Test2	Ops Policy	2501234567	test2opspolicy@gmail.com	CCOF Read Only	Edit Remove ▾

Use the **Manage Users** section to to:

- Add new users
- Edit users' access within the portal
- Edit users' contact information
- Remove users



Only users with the Organization Administrator role can add new users.
Click on the drop-down arrow on each row to view facility access for each user.



Organization Closures

**My ChildCareBC Services** username

fiscal year: Active
[View Recent Application](#)
Fiscal year runs April 1 to March 31
[View submission history](#)

[Renew my Funding Agreement](#)

[Request a change](#)

Submit and Manage Facility Reports
Edit, submit, view, or adjust your Enrolment Reports and Monthly ECE Reports to receive Child Care Operating Funding (CCOF), the Child Care Fee Reduction Initiative (CCFRI), or the Early Childhood Educator Wage Enhancement (ECE-WE).
[Manage Reports](#)

Manage Organization and Facilities
View or update your organization, facility details, and funding agreement.
[Manage Organization and Facilities](#)

Manage Users
Add, edit, or remove users in your organization.
[Manage Users](#)

Fiscal Year: 2026-27
Funding Agreement Number: C27FPF-0000001-00

Facility ID: F-0000001-0000004
Facility Name: Family Facility Test
Licence Number: 123-abc
Child Care Fee Reduction Initiative (CCFRI) Status: **APPROVED**
Early Childhood Educator Wage Enhancement (ECE-WE) Status: **APPROVED**

[Organization Closures](#)

Note: For assistance completing your Program Confirmation Form, contact the program at 1-888-338-6622 (Option 2).



Organization Closures

New for
2026

Organization Closures

123ABC A Childcare Organization
Organization ID: F-0000001

Add New Closure

Fiscal Year: 2026-27

Note: You can only submit closures for the current funding agreement term.
To report a closure for a previous term, please return to the home page, select a different fiscal year, and go to Organization Closures.

Filter by Facility  Filter by Facility Name and Facility ID

Facility ID	Facility Name ↑	Start Date ↑	End Date	Status	Payment Eligibility	Actions
F-0000001-0000004	Family Facility Test	2026-04-15	2026-04-20	Approved		View Details Update Remove
F-0000001-0000004	Family Facility Test	2026-05-01	2026-05-01	Withdrawn	CCFRI	View Details Update Remove
F-0000001-0000004	Family Facility Test	2026-05-05	2026-05-12	Approved	CCFRI & CCOF	View Details Update Remove
F-0000001-0000004	Family Facility Test	2026-05-13	2026-05-13	Cancelled	CCFRI	View Details Update Remove
F-0000001-0000004	Family Facility Test	2026-05-13	2026-05-13	Cancelled	Ineligible	View Details Update Remove
F-0000001-0000004	Family Facility Test	2026-05-14	2026-05-15	Pending	CCFRI & CCOF	View Details Update Remove
F-0000001-0000004	Family Facility Test	2026-05-18	2026-05-18	Cancelled	Ineligible	View Details Update Remove

Use the **Organization Closures** section to:

- Report unexpected and emergency closures
- View closure details – including associated facilities, closure dates, approval status and payment eligibility
- Update or remove existing closure requests



Filter closure requests by facility for easier viewing.



Have questions?

Contact the Child Care Operating Funding program

Toll Free: 1-888-338-6622 (option 2)
Monday - Friday, 8:30 am - 4:30 pm

Or visit gov.bc.ca/childcareoperatingfunding

