



# RECORD OF ATTENDANCE HANDBOOK

A Child Care Operator's Guide to  
Attendance Schedule Procedures

# FEE SUBSIDY RECORD OF ATTENDANCE HANDBOOK

## Overview

This handbook outlines York Region's attendance reporting standards and procedures and is designed to provide child care operators, who are contracted for fee subsidy in York Region, with important information on how to accurately report monthly Attendance Schedule accounts. It explains the operator's role in the relationship between families receiving Child Care Fee Subsidy and The Regional Municipality of York (York Region).

The standards and procedures outlined in this handbook apply to all child care operators who have a Child Care Services Agreement with York Region.

The operator agrees to, and shall comply with, the provisions of this handbook as may be amended by the Region from time to time.

The operator further agrees to accept children approved for fee subsidy by the Region into its child care. The operator agrees that entering into a Child Care Fee Subsidy Schedule does not obligate the Region to approve any child for enrolment in the operator's child care. The Region does not represent or warrant that the operator will receive a minimum income from the Region in respect of the operator's child care.

Operators who have enrolled in CWELCC are also required to complete the CWELCC Record of Attendance (ROA) by the 8<sup>th</sup> of each month. For additional details, please refer to the CWELCC ROA Handbook.

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# DEFINITIONS

## **Client**

A parent/guardian who has applied for Child Care Fee Subsidy and has a financial need according to provincial and regional eligibility criteria.

## **Approved child**

A child, who is less than 13 years of age, of a client who has a financial need and is approved for Child Care Fee Subsidy.

## **Approved daily rate**

The daily rate approved by York Regional Council that the operator charges on behalf of an approved child as stipulated in Schedule C of the *Consolidated Child Care and Early Years Act Agreement*.

- **Full day** child care is six or more hours per day
- **Half day** child care is less than six hours per day
- **Part day** child care is less than three hours per day

## **Attendance Schedule Form**

Includes the names of enrolled children approved for Child Care Fee Subsidy on a monthly basis.

## **Head Office**

An agency which operates multiple sites. Billing and payment procedures are associated with the head office. A standalone child care site, by default, is considered a head office.

## **Payment Detail Summary Sheet**

Reports the previous month's calculation of payment and includes any changes or corrections made by York Region. Review the Payment Detail Summary Sheet carefully for errors or omissions.

## **Site**

An individual facility where child care services are provided, operated by a child care operator's head office. Attendance schedule procedures are associated with the site.

# HOW REIMBURSEMENT WORKS

The amount reimbursed to operators is based on child enrolment and the approved daily rates. The Child Care Services Agreement between operators and York Region reflects the daily child care rate approved by York Region.

Provincial legislation and Regional guidelines along with a provincially-legislated income test is used to determine the parent contribution for all clients. If eligible and the client is deemed to

have a parent contribution, this amount is paid directly by the client to the operator. The Region reimburses the operator the remainder of the approved daily rate.

The operator is responsible for collecting all client contribution fees in accordance with its billing policies and procedures.

The *Child Care and Early Years Act, 2014* (CCEYA) is the legislation through which York Region reimburses operators with a Child Care Services Agreement for child care services provided to eligible clients approved for Child Care Fee Subsidy.

## REIMBURSEMENT FORMULA

Operators' daily approved rate **minus** (-) the parent contribution **equals** (=) the amount paid by York Region.

# HOW CLIENTS QUALIFY FOR CHILD CARE FEE SUBSIDY

## ELIGIBILITY CRITERIA AND RECOGNIZED NEEDS

To be eligible for Child Care Fee Subsidy, clients must:

- Live in York Region
- Meet eligibility requirements of a provincially mandated income test

In addition, families may be eligible for Child Care Fee Subsidy based on recognized needs. Recognized needs are reasons for needing child care that are considered when determining the amount of fee subsidy that may be provided. These include:

### **Children's recognized needs**

- Special need (the child has a disability)
- Social need (referral by Children's Aid Society, Public Health, family physician or an intervention/prevention agency due to issues in the home/family environment)

### **Parent's recognized needs**

Participation in one or more of the following activities:

- Employment
- Attendance at an educational or training program, including lab work, field placements, co-op placements, and case studies/team meetings
- Study/preparation associated with education or training
- Activities documented in a participation agreement if the parent is an Ontario Works participant
- Activities documented in an employment plan if the parent is an Ontario Disability Support Program (ODSP) client
- Travel associated with the above activities

### **Recognized needs due to other circumstances such as, but not limited to:**

- In the opinion of a medical or other relevant professional, a parent is unable to care for his/her child because of an illness or disability (if there is another parent, he/she is engaged in activities as noted above)
- No parent in a household is able to care for the child between participation in activities as noted above (such as while sleeping during the day after working the night shift)
- A parent who already has Child Care Fee Subsidy and becomes temporarily unemployed

## WAIT LIST

Clients can apply for Child Care Fee Subsidy online at [york.ca/childcaresubsidy](http://york.ca/childcaresubsidy) or by calling Access York. Applications are prioritized based on application date, income level or if the application meets the priority consideration criteria approved by York Regional Council.

Clients will be responsible for paying the full daily fee for child care until the operator is notified of approval for a fee subsidy. Subsidy is not backdated to the child's enrolment date.

Operators are not allowed to collect fees to register children on their wait list.

## HOW REFERRALS ARE MADE FOR CHILD CARE FEE SUBSIDY



Telephone contact  
through Access York  
1-877-464-9675



Online application form at  
[york.ca/childcaresubsidy](http://york.ca/childcaresubsidy)



### Role of the Child Care Services Co-ordinator

- Manages the wait list based on York Regional Council approved priorities
- Schedules intake appointments

#### **Meets initial eligibility criteria**

Client registered on wait list by  
application date

#### **Does not meet eligibility criteria**

Application not accepted. Client is  
sent a letter explaining that they do  
not meet eligibility criteria.

# CHILD CARE PLACEMENT PROCESS

## Child Care Services Co-ordinator (CCSC)

- Contacts next client on wait list
- Reviews eligibility, recognized need, income
- Schedules eligibility appointment with a Children's Services Representative (CSR)
- Informs clients of Early Years Program Finder



## CSR

- Meets with client to determine/verify eligibility and client fee
- Informs client about child care options (licensed centre-based and home-based or recreation program)
- Provides client with a link to the Early Years Program Finder to search for licensed child care in York Region
- Informs client of potential vacant child care spaces



## Eligible client:

- Contacts preferred child care program
- Completes enrolment procedures with Child Care Supervisor
- Informs CSR of child care program choice and available start date



## CSR:

- Calls Child Care Supervisor to confirm space and start date
- Informs Child Care Supervisor of the client's portion of the approved daily rate
- Provides written confirmation of start date and client contribution
- Verifies caseload is assigned to appropriate CSR for ongoing case management

## CONFIRMATION OF CHILD CARE FEE SUBSIDY

Operators must receive verbal or written approval from York Region Child Care Services **before** enrolling or re-enrolling any subsidized child(ren) in a program.

Once York Region confirms that Child Care Fee Subsidy funding is approved for a client, the Region will also provide the operator with the following information:

- The child's approved start date
- The approved parent contribution
- The child's approved absentee allowance
- The child's placement care code (for example CKFD)

**York Region will not provide Child Care Fee Subsidy for any unapproved child care placement.**

## RATE PAYMENTS

Operators will be paid their approved rate for:

- School Board Professional Development (PD) days
- Children in attendance during school breaks (Christmas, March Break and summer):  
**Absences during Winter and March Breaks will be deducted from the child's absentee allowance unless otherwise indicated in the operator's rate schedule to the public**

## HOW DAILY RATES ARE CALCULATED

York Region reimburses operators on a per day basis and will use one of the following calculations to determine your daily rate:

- Divide your weekly rate by five
- Divide your monthly rate by 21.75 (the average number of days per month)
- Divide your annual rate by 261 based on 12 months of operation (the maximum number of days per year)
- If you charge a **weekly** rate of \$100.00 ÷ 5 = \$20 per day
- If you charge a **monthly** rate of \$500.00 ÷ 21.75 = \$22.99 per day
- If you charge an **annual** rate of \$ 6000.00 ÷ 261 = \$22.99 per day
- Changes in parental fees or reductions in the number of days a child is eligible to receive child care fee subsidy will take place on the first day of the following month

## STATUTORY HOLIDAYS

Operators will be paid their approved daily rate on statutory holidays. There are a few exceptions to this rule:

- If a child care centre is closed and a child transfers to a new centre (different head office), neither site will be paid for the statutory holiday. The new placement begins the first day the site is open after the statutory holiday. Example: Operator is paid for the December 25 and 26 statutory holidays if a child transferred to their program on December 24, however, if the statutory holiday falls on a Monday, the placement would begin on December 27, the first day the child attends the centre.
- Centres that close during the entire December holiday break will not be paid for statutory holidays. Centres with partial closures will receive payment for the statutory holiday if the centre was open the week in which the holiday falls.

For children placed in a Kindergarten or School Age Before and/or After Care Code, the statutory holiday will be paid at the before and/or after rate except during the summer and December holiday breaks when the child's enrolment changes to full days.

Operators must not charge clients any fees on days the operator doesn't receive Child Care Fee Subsidy.

## EXTRA BILLING

Operators may not charge clients whose child(ren) are receiving fee subsidy more than the approved parent contribution, such as for field trips, workbook or art materials. In addition, the operator will not exclude children receiving fee subsidy from participating in on-site or off-site field trips or activities by offering alternate child care options.

## THE OCCMS AUTOMATED BILLING SYSTEM

The Ontario Child Care Management System (OCCMS) provides York Region with an automated system for attendance and billing records. All Child Care Services staff members are fully trained to use the system. The provincially approved database system allows York Region Child Care Services staff to:

- Hold client and child information
- Monitor and determine ongoing eligibility
- Generate standardized letters
- Process attendance records, billing and reports
- Maintain information about head office and provider sites

## AUTOMATIC AGE GROUP RATE CHANGES

The billing system automatically changes a child's age group, care code and approved daily rate as the child reaches the next age category (according to date of birth for infants through preschool). This change will occur on the first day of the following month, after the child's date of birth. **Operators must report to their CSR if they are moving children to the next age group earlier than the child's birthdate. (Ex. Moving a child aged 2.3 years to the preschool room).**

If a child with exceptional needs is enrolled in a younger age group, the operator will still be paid as though the child was enrolled in his or her regular age group, unless the Region has granted approval for a younger age rate due to exceptional circumstances.

Age groups are determined by the *Child Care and Early Years Act, 2014*.

Ratios in licensed child care centres must meet the following minimum staff-to-child ratios as follows:

Age Group	Age Range	Staff to Child Ratio	Max # of children in group
Infants*	<18 Months	1 to 3 or 3 to 10	10
Toddler	18 to 30 months	1 to 5	15
Preschool	30 months to 6 years	1 to 8	24
Kindergarten	44 months to 7 years	1 to 13	26
Primary/Junior School Age	68 months to 13 years	1 to 15	30
Junior School Age	9 to 13 years	1 to 20	20

\*Infants is the only age group that has a different maximum group size

Operators will see an age rate change on the Payment Detail Summary. For example, an Infant rate may be paid for the number of days the child was enrolled under 18 months of age while a Toddler rate may be paid for the number of days the child was aged 18 to 30 months.

## ATTENDANCE SCHEDULES AND PROCESS

Attendance schedules are automatically generated on the first business day of each month. See Appendix II for a sample **attendance schedule**. The attendance schedule reflects the enrolment for the previous month. For example, operators will receive the attendance schedule for June on the first business day of July.

## HOW ATTENDANCE SCHEDULES ARE DISTRIBUTED

All operators must complete attendance schedules through the web-enabled Record of Attendance.

The operator must complete the attendance schedule according to the legend and record the number of days the approved child was in attendance, sick, absent, or on vacation, and the number of vacancies in each age group, **no later than the eighth day** of the month following the month in which care was provided. The operator shall identify each approved child enrolled.

## WEB-ENABLED RECORD OF ATTENDANCE PROTOCOLS

To support the web-enabled Record of Attendance protocols, operators must:

- Have a computer with Internet access (no additional software is required)

- Complete training and sign a web-based **Record of Attendance Participation Acknowledgement Form within one month of entering into a fee subsidy agreement**
- Use the OCCMS web link to access their head office
- Assume head office administrators' rights
- Refer to the OCCMS Administrators and Child Care Operator Web-Enabled Record of Attendance Handbook

## HEAD OFFICE ADMINISTRATORS

The head office administrator is the operator/owner (or assigned staff person) who has access to all information related to fee subsidy Record of Attendance information.

The head office administrator is responsible for:

- Adding new head office administrators' rights
- Adding head office users
- Adding site users
- Resetting user rights for their internal staff. This allows the operator to control who can access and edit Record of Attendance information

The head office administrator can also:

- Complete the Record of Attendance, view and print it, view and print the Centre Payment Detail Summary, or assign these rights to a head office user and/or a site user
- Reset passwords

It is essential that each agency/operator assign rights to at least two users to ensure:

- Someone can always complete the Record of Attendance in the absence of the primary person
- Timely payment

It is also essential that the head office administrator resets user names, the status of that user (active or inactive) and passwords when staff changes occur. If you share usernames and passwords, you will no longer have a record of who completed your Record of Attendance, or when, for audit purposes. Also, you may be at risk of someone tampering with your Record of Attendance files.

## REPORTING AND AUTHORIZING ATTENDANCE ON ATTENDANCE SCHEDULES

Accurate reporting by the operator is essential as payments are based on this information. Operators must also:

1. Authorize the attendance schedule:

A designated representative must approve the account sheets. Accounts cannot be processed without an authorized signature

2. Notify Child Care Services immediately of any changes in staff with signing authority, and/or changes in supervisory staff

# RECORDING ATTENDANCE

The following symbols are used to record attendance:

Code	Attendance Type
S	Sick
A	Absent
W	Withdrawal (enter on the last day the child attended)
H	Statutory holidays
V	Vacation
P	Present
N	Non-paid days (centre closures)
E**	Care Code ended **
O	Other (Contact York Region before using)

*\*\* E is for information purposes only; please use the attendance type that indicates the child’s situation when completing the Record of Attendance*

## Holidays

York Region will pay the approved daily rate for the following holidays (refer to page 8 of the handbook):

- New Year’s Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Civic Holiday\*
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day
- Yom Tovim (for those who observe them all)

**York Region does not consider Easter Monday a statutory holiday and will not reimburse the operator if they close on this day.**

\*Civic Holiday in August is considered a statutory holiday for Child Care Fee Subsidy purposes.

## Reporting Vacancies/Licensed and Operating Capacity

In accordance with the Child Care Services Agreement, operators are required to report program vacancy, licensed capacity and operating capacity information to York Region, by age group, each month. Information must be recorded on the attendance schedule. This information is used to report service data to the Ministry of Education and arrange placements and transfer requests on behalf of eligible clients.

**Operating Capacity** refers to the number of spaces available for enrollment in a classroom based on the current staffing compliment and Ministry of Education ratio requirement. Operating capacity should not exceed the licensed capacity and may be less than the licensed capacity where the room is not operating at full capacity because the room has fewer staff than required for licensed capacity.

## The Absentee Allowance

A child is considered absent any day that he or she is away from a child care program for any reason, such as:

- Vacation
- Sickness
- Visit to relatives, etc.

Each child receiving fee subsidy is allowed a fixed number of sick, absent and vacation days per year. York Region subsidizes child care fees for:

- 261 days of enrolment per year, per child
- 48 absences per year, per child (average of three per month)

Clients are responsible for managing their child’s attendance within the given allowance.

The absentee allowance is prorated based on the month the child is enrolled:

Month of enrolment	Absences permitted
January to December	48 days
February to December	45 days
March to December	42 days
April to December	39 days
May to December	36 days
June to December	33 days
July to December	30 days
August to December	27 days
September to December	24 days
October to December	21 days
November to December	18 days
December	15 days

*Absences permitted per month of enrolment*

Absentee days are *cumulative* and may be carried over from one month to the next. However, absentee days **not** used at the end of the calendar year may **not** be carried over to the next year.

**Operators are responsible for notifying their CSRs when children are absent from their program for five consecutive days without notification from the client. The initial five days will be marked as absent days and will be followed by a withdrawal without notice if the child(ren) do not return.**

If a child will be absent for a substantial period, clients should contact their CSR to request a break in service. If approved for a break in service, clients will be advised that their Child Care Fee Subsidy will not be guaranteed upon return and they **must** discuss space availability with the operator. See [Break-in-Service](#) section for more details

The Region will provide the operator with no less than 10 business days' notice prior to withdrawing an approved child.

### **When All Absentee Days Are Used**

Each child's absentee allowance is monitored in OCCMS. York Region will not pay the daily rate when a child's absentee allowance is exhausted. It is the operator's responsibility to collect the full fee from the client

The Operator will collect the full fee from the client, less any CWELCC applicable reduction. The fee shall not exceed the rates set out in Schedule G.

CSRs will:

- Send clients notification in writing when a child's absentee days are running out
- Send clients re-notification when they have exhausted their absentee allowance
- Send operators copies of both notices

Note: Operators are able to monitor how many absent days a child has remaining on the ROA. It is recommended that operators remind families where the child is away frequently that they will be responsible for the full cost of care if they exhaust their absent days

### **Late Starts and Withdrawals**

If a child is approved for Child Care Fee Subsidy and a start date is confirmed, the Region will pay its portion of the fee effective the approved date of enrolment. The Region will provide the operator with no less than 10 business days' written notice before withdrawing an approved child if the following:

- The child does not enrol on the start date, his or her absentee allowance will be decreased accordingly
- The child does not enrol at all, the operator will be reimbursed for up to a maximum of 10 days.
- Another child is enrolled within that 10-day period, the operator will not be reimbursed for any remaining days

## **CHILD CARE FEE SUBSIDY: SPECIAL CIRCUMSTANCES**

Operators or clients may be faced with any of the following circumstances that impact Child Care Fee Subsidy.

## **Break-in-Service**

A break-in-service supports a family's individual circumstance to temporarily discontinue Child Care Fee Subsidy and allows them to request reinstatement of the subsidy at a later date.

A break-in-service is valid for a maximum of three months.

A client is not guaranteed funding or space when they wish to reinstate Child Care Fee Subsidy. **Reinstatement of Child Care Fee Subsidy must be approved by Child Care Services staff.**

Clients who do not return to an approved activity after a three-month break-in-service will be terminated and will need to reapply for Child Care Fee Subsidy.

## **Break-in-Service: Parental Leave Due to a Birth**

Parental leave permits a client to **keep** their eligibility status for Child Care Fee Subsidy while not actively receiving it. Eligibility will need to be verified upon the child's return.

A parental leave is valid for a maximum of 18 months.

The Region requires 10-days' notice of placement termination. During this 10-day period, after the birth, siblings receiving fee subsidy may continue to receive Child Care Fee Subsidy. After the 10 days, Child Care Fee Subsidy is discontinued until the client verifies their return to an approved activity. Note: clients must inform their CSR if they end their approved activity prior to the birth of their child

When the client returns to work or school/training and eligibility is confirmed, the children will be reinstated in their child care program if space and funding are available.

**Reinstatement of Child Care Fee Subsidy must be approved by Child Care Services staff.**

Any client who does not go on a parental leave after the birth of the child (student, self-employed client) will continue to receive Child Care Fee Subsidy if they return to an approved activity within 10 days of the birth of their child.

## **Job Search**

Clients will be provided with Child Care Fee Subsidy for a maximum of three months, within a one-year period, to search for employment.

## **Elementary School Board Strike Plan**

In the event of school closure due to strike, York Region will send a communication to operators outlining the policy and procedures for supporting families receiving Child Care Fee Subsidy.

## Inclement Weather

If an operator does not open due to inclement weather, it will be considered a non-paid day and parents receiving fee subsidy will not be charged their parent contribution. Sites that close early will be paid the regular daily rate.

## Snow Days

Operators who provide full-day care to approved children receiving fee subsidy who cannot attend their school board program due to school closure or bus cancellation will be reimbursed the approved full-day rate.

## Withdrawal Without Notice

Clients are informed in the Child Care Services Agreement (CCS 8) that if they plan to withdraw their child from child care, they must give their operator and CSR written notice at least 10 business days before the date of withdrawal.

If the children are withdrawn without notice, the Region will reimburse the operator with the approved daily rate (including the daily parent contribution) for **up to 10 days** following the last day the child was present. If another child is enrolled within that 10-day period, the operator will not be reimbursed for any remaining days.

## REQUESTS TO TRANSFER TO ANOTHER CHILD CARE LOCATION

Clients who wish to transfer their children to another child care location must provide the operator with written notice within 10 business days.

Operators are responsible for enforcing their payment policies with clients.

In the event of a child care closure or termination of a Child Care Services Agreement, York Region will communicate with families four weeks in advance of pending closure to support them with their child care needs. Families will be informed of the requirement to provide the operator with two weeks' notice.

## ENROLMENT IN KINDERGARTEN

Operators will be paid the approved kindergarten rate for children who have staggered enrolment, effective the child's first day of enrolment in a school-board kindergarten program. Operators must inform York Region's Child Care Services of these dates.

Additionally, York Region will pay the before and/or after-school rate for families who are eligible and have a child attending a publicly funded or centre-based kindergarten program offering extended programs during non-instructional hours and on school closure days, including PA days, breaks and school holidays.

## SITE TRANSFERS

To ensure accurate billing, operators must advise their CSRs of plans to close one child care site and transfer children receiving fee subsidy from that site to another, including during summer months and/or during school breaks.

## HOW OPERATORS ARE REIMBURSED

To be reimbursed correctly, operators must accurately complete the OCCMS-generated **attendance schedule**, which includes:

- An alphabetical list of enrolled children's names and each child's ID number
- The child's age in years and months and the child's age group
- The fee paid by the client
- The approved daily rate
- The remaining absentee allowance for the year
- Enrolment start and end dates
- A monthly calendar grid for recording attendance
- Comments
- Space for authorizing signatures
- Space for recording program vacancies

## LATE ENROLMENT

If a child enrolls after the attendance schedule is sent, the CSR will verbally confirm enrolment and the operator will record the child's name on the attendance schedule. Written approval of enrolment will follow from the CSR. If a child's name is not listed on the attendance schedule, please notify your CSR before selecting the **complete** button as the child can be added for payment.

## PAYMENT ERRORS AND OMISSIONS REMINDER

Any error or omission with respect to payments to the operator must be reconciled within 90 calendar days of the payment.

## CENTRE CLOSURES

Operators must report days when their programs are closed for any reason (for example staff professional development or Easter Monday).

Operators do not receive Child Care Fee Subsidy for closed days. The operator must not charge clients any fees on days the operator doesn't receive Child Care Fee Subsidy. Operators must notify the Region of the days their programs will be closed in writing each year, excluding statutory holidays.

# OCCMS CARE CODE DESCRIPTIONS

## Centre-Based Child Care Code Descriptions

Child's age group	Code description	Type of care provided
Infant	CIFD	Infant full day
Infant	CIHD	Infant half day
Toddler	CTFD	Toddler full day
Toddler	CTHD	Toddler half day
Preschool	CPFD	Preschool full day
Preschool	CPHD	Preschool half day
Kindergarten	CKFD	Kindergarten full day
Kindergarten	CKBS	Kindergarten before school
Kindergarten	CKAS	Kindergarten after school
Kindergarten	CKBA	Kindergarten before and after school/half day
Kindergarten	CSKBS	Kindergarten before school – children six years of age still attending kindergarten
Kindergarten	CSKAS	Kindergarten after school – children six years of age still attending kindergarten
Kindergarten	CSKBA	Kindergarten before and after school/half day – child six years of age still attending kindergarten
Kindergarten	CSKFD	Kindergarten full day – children six years of age still attending kindergarten
Kindergarten	6CKFD	CWELCC Ineligible - Child is 6 years and placed in kindergarten full day over the summer
School Age	5SAAS	CWELCC Eligible -Child turning 6 in School Age After school
School Age	5SABA	CWELCC Eligible - Child turning 6 in School Age Before & After
School Age	5SABS	CWELCC Eligible - Child turning 6 in School Age Before School
School Age	5SAFD	CWELCC Eligible - Child turning 6 in School Age Full Day
School Age	CSAFD	School age full day
School Age	CSABS	School age before school
School Age	CSAAS	School age after school
School Age	CSABA	School age before and after
Nursery	NUR	Session

### Approved daily rate

The daily rate charged by operators on behalf of an approved child as stipulated in Schedule B of the Child Care Services Agreement, and as approved by York Regional Council, is as follows:

- **Full day** child care is six or more hours per day
- **Half day** child care is less than six hours per day
- **Part day** child care is less than three hours per day

## Home-Based Child Care Code Descriptions

Child's age group	Code description	Type of care provided
Infant	HIFD	Full day: 6 to 11 hours
Infant	HIHD	Half day: 3 to less than 6 hours
Infant	HIPD	Part day: 1 to less than 3 hours
Toddler	HTFD	Full day: 6 to 11 hours
Toddler	HTHD	Half day: 3 to less than 6 hours
Toddler	HTPD	Part day: 1 to less than 3 hours
Preschool	HPFD	Full day: 6 to 11 hours
Preschool	HPHD	Half day: 3 to less than 6 hours
Preschool	HPPD	Part day: 1 to less than 3 hours
Kindergarten	HKFD	Full day: 6 to 11 hours
Kindergarten	HKHD	Half day: 3 to less than 6 hours
Kindergarten	HKPD	Part day: 1 to less than 3 hours
School age	5HSFD	Full day: 6 to 11 hours - CWELCC Eligible - Child turning 6 in School Age Full Day
School age	5HSHD	Half day: 3 to less than 6 hours - CWELCC Eligible - Child turning 6 in School Age Half Day
School age	5HSPD	Part day: 1 to less than 3 hours CWELCC Eligible - Child turning 6 in School Age Part Day
School age	HSAFD	Full day: 6 to 11 hours
School age	HSAHD	Half day: 3 to less than 6 hours
School age	HSAPD	Part day: 1 to less than 3 hours

# THE BILLING PROCESS AT A GLANCE



On the first day of the month, York Region's Child Care Services produces attendance schedules.



The operator accesses attendance schedules online.

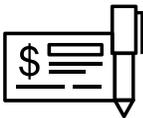


The operator completes the **attendance schedule** and submits online no later than the eighth day of the month.

**Operators who submit late or do not submit the Record of Attendance will not receive payment until the next month billing cycle.**



CCSC verifies attendance data in OCCMS as submitted by the operator.



The accounting clerk prepares a cheque requisition and sends to the Finance Department. The Finance Department sends email notifications prior to bank deposits.



The operator can access payment information online.

## HOW AND WHEN CHEQUES ARE DISTRIBUTED

Once operators submit attendance schedules, the following procedure takes place:

1. The Child Care Services Coordinator (CCSC) enters and verifies information into the attendance schedule, including absentee allowance, adjustments (as needed), vacancies, operating and licensed capacity, against Regional records, and forwards to the Accounting Clerk.
2. The accounting clerk processes cheque requisitions for each agency.

**NOTE: A cheque requisition can only be produced when attendance schedules for all sites under one operator's head office have been returned and processed.**

3. The Finance Department issues cheques according to the following deadlines:
  - Cheque requisitions received by the Finance Department by noon on Mondays are issued on the following Wednesday
  - Cheque requisitions received by the Finance Department by noon on Wednesdays are issued on the following Friday
4. Operators may receive their payments from the Region by Electronic Funds Transfer (EFT) by requesting this from the Accounts Payable Unit of the Finance Department.

Operators who have requested payment by EFT will receive payments according to the following deadlines:

- Cheque requisitions received by the Finance Department by noon on Mondays are issued on the following Wednesday and will be in the operator's account on Monday of the following week
- Cheque requisitions received by the Finance Department by noon on Wednesdays are issued on the following Friday and will be in the operator's account on Wednesday of the following week
- Finance Department sends email notifications prior to bank deposits

Operators who receive payments by EFT are responsible for notifying the Accounts Payable Unit of the Finance Department of any changes in their banking information.

## WHAT DOES THE OPERATOR'S HEAD OFFICE RECEIVE?

- A cheque or EFT for all sites

Head office and Site Payment Detail Summaries are located on the OCCMS web operators' site.

## PAYMENT DETAIL SUMMARY SHEET

Each site can access a site-specific Payment Detail Summary Sheet (see Appendix III). This report is processed for each site and reflects actual site payment and information/details.

The site-specific Payment Detail Summary Sheet includes the following:

- Alphabetical list of enrolled children's names and each child's ID number
- Child's age in years and months and the child's age group
- Fee paid by the client
- Approved daily rate
- Approved child care code
- Absentee allowance remaining for the year
- Enrolment start and end dates
- Number of withdrawal-without-notice days
- Number of statutory holidays
- Number of centre closure dates
- Number of full days and part days paid in that month
- Gross amount
- Client fee amount
- Amount payable

## PAYMENT ERROR/RECONCILIATION

Operators must reconcile any errors in payment for Child Care Fee Subsidy within 90 calendar days of receipt of payment.

## ADJUSTMENTS

When a billing discrepancy is identified, adjustments will be processed and reconciled during the following month. This will allow the Region to count all full-day-equivalent children on OCCMS and to report accurate service delivery statistics to the province.

**Inform York Region's Child Care Services immediately of any billing discrepancies.**



# APPENDIX II: SAMPLE PAYMENT DETAIL SUMMARY

## Centre Payment Detail Summary November, 2018

LEGEND	
S - Sick	V - Vacation
A - Absent	P - Present
W - Withdrawal	H - Statutory Holiday
N - Non Paid Days	

Return Invoice to: Child Care Services  
100 Any Street  
Any City, ON  
A1A 1A1

Facsimile: (905) 987-6544  
Phone: (905) 987-6543 Ext.1234567891

Site ID:  
Site:

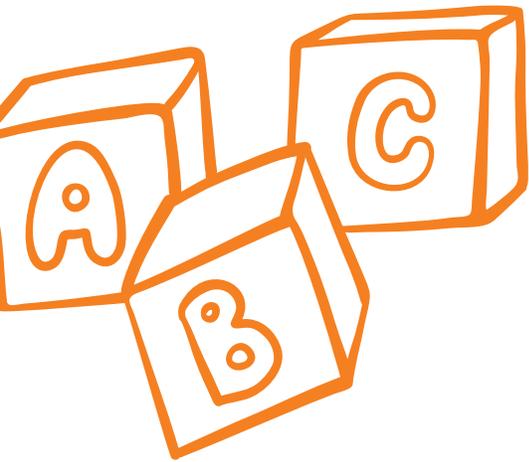
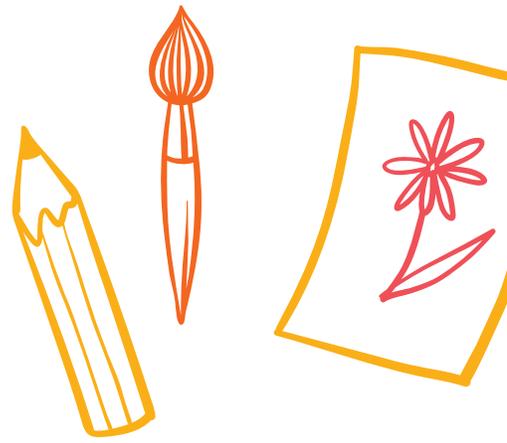
Facsimile:  
Phone:

Vendor #:  
Payable to:

Page 1 of 3

Year: Month: Age Group	Approval Rate	Parent Contrib.		Care Codes	Non-Attended Days:						Total Approved Days:		Gross Cost	Parent Contrib.	Net Payable
		Daily	Monthly		V	S	A	W	H	N	Paid				
											FD	PD			
	\$45.00	\$3.00		CPFD	0	0	0	0	1	1	21	0	\$945.00	\$63.00	\$882.00
	\$45.00	\$3.00		CPFD	0	4	0	0	0	2	11	0	\$495.00	\$33.00	\$462.00
	\$45.00	\$3.75		CPFD	0	2	0	0	1	1	19	0	\$855.00	\$71.25	\$783.75
	\$57.00	\$5.00		CIFD	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
	\$57.00	\$5.00		CIFD	0	0	0	0	1	0	14	0	\$798.00	\$70.00	\$728.00
	\$10.00	\$0.00		CSABS	0	5	0	0	1	1	0	21	\$210.00	\$0.00	\$210.00
	\$15.00	\$0.00		CSABA	0	0	0	0	1	1	20	0	\$300.00	\$0.00	\$300.00
	\$35.00	\$0.00		CSAFD	0	0	0	0	0	0	1	0	\$35.00	\$0.00	\$35.00
	\$45.00	\$0.00		CPFD	0	0	0	1	1	0	12	0	\$540.00	\$0.00	\$540.00
	\$57.00	\$0.00		CIFD	0	0	0	0	1	1	21	0	\$1,197.00	\$0.00	\$1,197.00
	\$57.00	\$0.00		CIFD	0	0	0	0	1	1	21	0	\$1,197.00	\$0.00	\$1,197.00

(Date Printed: January 22, 2019)



## CHILDREN'S SERVICES

1-877-464-9675

[york.ca/children](http://york.ca/children)  
#StartswithkidsYR

