CWELCC RECORD OF ATTENDANCE HANDBOOK

Overview

This handbook outlines York Region's attendance reporting standards and procedures for operators enrolled in the Canada-Wide Early Learning Child Care (CWELCC) program and is designed to provide child care operators in York Region with important information about accurately reporting monthly Attendance Schedule accounts. It explains the operator's role in the relationship between families receiving CWELCC fee reductions and York Region.

The standards and procedures outlined in this handbook apply to all child care operators who have a CWELCC System Agreement with York Region. The operator agrees to, and shall comply with, the provisions of this handbook as may be amended by York Region from time to time.

For non-CWELCC related record of attendance (ROA) requirements, as it pertains to operators delivering fee subsidy, please see the *Record of Attendance Handbook for Operators Delivering Fee Subsidy*.

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York Region

CWELCC Reporting Requirements

CHILD CARE OPERATOR RESPONSIBILITIY

The 2023 CWELCC fee reduction funding for child care operators is being calculated and paid through the monthly ROA in the Ontario Child Care Management System (OCCMS). It is important that operators complete the CWELCC ROA accurately to ensure they receive the appropriate CWELCC fee reduction funding.

Each month, from the 1st to the 8th, operators are required to report for each care type (i.e.: Infant Full Day, Infant Part Day):

a) The number of enrolled full fee-paying children receiving a CWELCC reduction
b) The operating capacity (minus any subsidized children)

CHILDREN'S SERVICES REPRESENTATIVE RESPONSIBILITY

York Region's Children's Service Representatives (CSR) will review and verify the monthly submission by child care operators participating in CWELCC, in order for funding to be released. CSRs may contact operators to verify information that has been submitted. It is important that operators respond as soon as possible as this could delay payment and/or impact payment amounts.

ROA Reporting System - OCCMS

GETTING SET UP

Operators participating in CWELCC are required to use OCCMS to complete their monthly reporting requirements for CWELCC. Operators who have not had a Child Care Services Agreement in the past

and do not have access to OCCMS must complete the Participation Enrollment – Web Based ROA form.

To receive a copy of the document, please email childcareservices@york.ca. The completed document should be emailed back for processing. Once the form is processed, you will receive an invite to attend Record of Attendance training on how to complete the CWELCC attendance and your OCCMS log in information and the OCCMS web link.

Log into OCCMS and assign rights to users accordingly. The OCCMS Head Office Administrator Assigning Rights and Managing User Manual is available to help you log in and manage users. To access this, click on the 'HELP' button at the top right corner on the OCCMS home page. The document will be located under 'manuals'.

NAVIGATING TO THE ATTENDANCE REPORTING PAGE

1) Once logged into OCCMS, from the Home screen select Attendance
2) If you are an operator with multiple sites, select Provider Site from the drop-down list.
3) Click View Attendance

Ratios

LICENSED CENTRE-BASED CHILD CARE

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

Age Group	Age Range	Staff to Child Ratio	Max # of children in group	Full Fee Spaces Increments
Infants*	<18 Months	1 to 3 or 3 to 10	10	3
Toddler	18 to 30 months	1 to 5	15	5
Preschool	30 months to 6 years	1 to 8	24	8
Kindergarten	44 months to 7 years	1 to 13	26	13

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

LICENSED HOME-BASED CHILD CARE

Ratios in licensed home child care settings are as follows:

Number of Children Per Home	Age of Children
6 children	Under the age of 13 years
3 children	Under the age of 2 years

Note: Providers must count their own children if younger than 4 years

Completing the CWELCC Record of Attendance

VACANCIES, OPERATING CAPACITY AND WAITLIST REPORTING SECTION

From the Attendance page, scroll down to the Vacancies, Operating Capacity and Waitlist section. Input numbers for each age group as it pertains to your child care based on the previous month's information. Reporting is to reflect information for your child care and is not specific to CWELCC.

Licensed Capacity

Licensed Capacity is the maximum number of children your child care has been approved to have and what is displayed on your license by the Ministry of Education for each age group. Those with multiple licenses, only include the active licenses that are currently in use. Any alternative licenses not in use should not be reflected in your reporting.

Operating Capacity

Operating Capacity is the maximum number of children you can accommodate based on the current staffing complement for each age group in accordance with the Ministry of Education's ratio requirements. Your operating capacity should never exceed your licensed capacity. This data will help us understand how many children your child care is currently able to support.

Vacancies

Vacancies is the number of available spaces your child care has based on your Operating Capacity where no staffing or space limitations exist, and you are currently able to accept children. This data will help us understand where space availability currently exists.

Site Waitlist

Site Waitlist is the number of children waiting to access a spot in your childcare and should only include those whose start date is within the next six (6) months. Any children on your waitlist where a future start date is beyond six (6) months should not be included. This data will help us understand where the gaps and pressures on the system currently exist.

CWELCC ATTENDANCE TABLE

Scroll to the CWELCC Attendance table. The first two columns in the Attendance CWELCC named **Full Fee Children** and **Full Fee Spaces** are the **ONLY** columns that require input. These numbers may be different if you have part-time children sharing a space and should reflect the previous month's information. The remaining columns will be system generated.

Attendance CWELCC		
CWELCC Care Type	**Full Fee Children**	**Full Fee Spaces**
Infant Full Day	0	0
Infant Half Day	0	0
Infant Part Day	0	0
Toddler Full Day	11	15
Toddler Half Day	0	0
Toddler Part Day	0	0

Completing the Full Fee Children Column

Full Fee Children refer to the number of full fee-paying children enrolled in the previous month receiving a CWELCC reduction for each care type row. Children in receipt of Fee Subsidy should not be included.

For children changing age groups mid-month, operators should report the enrollment in the care type that the child started the month in. The child's new care type should be then reflected in the next billing month.

Completing the Full Fee Spaces Column

Full Fee Spaces refers to the **operating capacity** minus children in receipt of Fee Subsidy for each care type row.

- **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.

Auto-Calculated Total Full Fee Column

Fee reduction amounts will be calculated and appear in the **Total Full Fee column** as information is inputted into the **Full Fee Children** and **Full Fee Spaces** columns.

The **Total Full Fee** column will calculate the fee reduction funding entitlement based on the number of **Full Fee Spaces** reported. Operator's market rates have been entered into OCCMS to allow this calculation. The rates have been entered based on the CWELCC opt-in application and the operators market rate schedule.

No Fee Amount Generating

If the **Total Full Fee** column is not generating a fee amount and is showing '$0.00", please contact your Contract and Funding Coordinator (CFC) to request an update to your base rates. Base rates added will be reflected the following month. In the comment section of the CWELCC ROA, include the number

of **Full Fee Spaces** for the care type that was not generating a total, for the current month. Your CSR will complete an adjustment for payment during the next billing period.

CHILDREN TURN 6 YEARS OLD

Children who are turning 6 years of age, between January 1st to June 30th are no longer eligible for CWELCC reductions after July 1st. Children who turn six July 1st to December 31st are eligible for CWELCC up to the last day of the month that they turn 6 years of age. The new fee will take effect the 1St of the following month.

CWELCC-ELIGIBLE KINDERGARTEN CHILDREN IN A SCHOOL-AGE B/A PROGRAM

In circumstances where there are kindergarten children who are CWELCC eligible i.e., turning six between July 1st and December 31st, and in a school age before and after program, operators should:

- Report the exact number of children, eligible for CWELCC, at the corresponding kindergarten care type e.g., Kindergarten half day/before and after, Kindergarten before or Kindergarten after
- **Full fee spaces must be the same as the number of children, eligible for CWELCC** (operating capacity is not applicable in this scenario)
- If operating a kindergarten room and have children in mixed age group with school age, report the mixed age kindergartens with the corresponding kindergarten care type
- Make a note in the comment section to explain why the Full Fee spaces may appear to be higher than operating capacity
- See Sample Attendance Examples: Mixed Age Reporting below

MARCH AND WINTER BREAK, PA DAYS AND OTHER SCHOOL CLOSURES

When there are school closures where care is provided, such as during March break and winter break and PA days, operators should report the full fee children as follows:

- Report full fee enrollment in the regular care type i.e., KDG before & after (do not report on full day line)
- Operators are to note in the comment section of how many children in each care type attended the full day program
- Children who are not part of regular enrollment (i.e., come in for March break only) are reported in the comment section and are NOT reported in full fee spaces

EXHAUSTED ABSENT DAYS FOR CHILD CARE FEE SUBSIDY CHILDREN

When a CWELCC eligible family receiving Child Care Fee Subsidy (CCFS) has exhausted their allotted absent days for the year, the operator will report any days owing in the CWELCC ROA comment section.

The CSR will reimburse the operator by completing an adjustment for the exhausted absent days.

The operator will invoice the CCFS family the market rate **MINUS** the CWELCC rate reduction (based on their full fee rate) **MINUS** the parent contribution paid for each day *Note there may be situations where the parent contribution exceeds the CWELCC reduced rate owing, in these cases the operator will apply a credit.

Example: The operator's market rate is $100, and the current CWELCC rate reduction is 52.75%. The parents fee subsidy daily fee is $10.

1) The operator calculates the CWELCC reduction based on their market rate minus 52.75% ($100 x 52.75% = $52.75)
2) The operator will charge the parent $37.25 ($47.25 CWELCC rate reduction minus their $10 parent contribution). The CSR will complete the adjustment on the CWELCC ROA by calculating the daily CWELCC reduced rate multiply by the number of days owing (i.e.: $52.75 x 1 day = $52.75 paid to operator)

Example where a credit is owing: The operators market is $100 and the current CWELCC rate reduction is 52.75%. The parents fee subsidy daily fee is $50

1) The operator calculates the CWELCC reduction based on their market rate minus 52.75% ($100 x 52.75%)= $52.75
2) The operators fee to the family is $47.25 ($100-$52.75) however the families parent contribution is $50 so the operator owes the family a credit of $2.75 per day.

OPERATING WITH VACANCIES

If a classroom continues to operate with a high number of vacancies, recovery of funds will occur at time of reconciliation. To mitigate the amount of funds owing to the Region at time of reconciliation, the Region may reduce the operating capacity if enrollment continues to remain below the reported operating capacity.

CWELCC Fee Reduction Payments

Operators are required to complete the CWELCC ROA each month between the 1st and the 8th to reflect the previous month's information. Once the attendance is submitted and reviewed by a CSR, a CWELCC payment will be issued.

CWELCC fee reduction payment is calculated based on the information generated in the **Total Full Fee column** based on the data inputted into the **Full Fee Children** and **Full Fee Spaces** columns.

Once payment is made, the total payment amount is available on the Centre Payment Detail Summary page in OCCMS, on the CWELCC rate reduction page. The final payment each month will reflect the total CWELCC rate reduction and/or CWELCC rate reduction plus fee subsidy, less the advance payment.

ADVANCE PAYMENT

To ensure operators have sufficient funding for the month, recognizing CWELCC payments are issued for the previous month, advance payments are issued. Advance payments are upfront funding that is issued to child care operators within the first week of each month. This is based on projected amounts anticipating the CWELCC payment for the month based on the CWELCC enrollment information submitted on the CWELCC application.

If the **Total Full Fee column** at the bottom of the CWELCC attendance table is greater than the operator's advance payment, that was issued for that month, operators will receive an additional payment totaling the difference between the advance and the total full fee amount. If the total is less than the advance payment amount, the next month's advance payment will be reduced by the difference.

Operators should contact their CFC if their total full fee column continues to be below their advance payment so an adjustment can be made.

Errors and Adjustments

Once attendances are submitted and processed by your CSR, changes can no longer be made. Operators are encouraged to contact their CSR or input comments if an error in submission is made as there is opportunity for the CSR to adjust it directly in the CWELCC ROA table.

If any corrections are needed after the CWELCC ROA is verified for the month, operators must report the correction to their CSR to be put through as an adjustment for the following month.

The adjustment total and related breakdown can be viewed on the Centre Payment Detail Summary in OCCMS. Do not manually adjust by adding or subtracting any children from regular reporting as this will skew reporting and records.

Sample Attendance Examples

The following examples have been developed to assist operators in determining how to report in different scenarios and are for informational purposes only.

INFANT EXAMPLES:

1. An infant room has a licensed capacity of 10. Due to low enrollment the room is only staffed with 2 teachers. There are 5 full time full fee children enrolled and 0 children receiving fee subsidy.

Number of full fee children: 5
Number of full fee spaces: 6

Attendance CWELCC						
CWELCC Care Type	Full Fee Children	Full Fee Spaces	Total Full Fee	Subsidized Children	Total Subsidy	Total
Infant Full Day	5	6	$2,446.86	0	0	$0.00
Infant Half Day	0	0	$0.00	0	$0.00	$0.00
Infant Part Day	0	0	$0.00	0	$0.00	$0.00

Based on information reported on CWELCC Attendance:
Total Operating Capacity: 6
Number of available spaces: 1

2. An infant room has a licensed capacity of 10. The room is at full capacity with 7 full time full fee children and 3 children receiving fee subsidy.

Infant Full Day - Number of full fee children: 7
Infant Full Day - Number of full fee spaces: 7

Attendance CWELCC						
CWELCC Care Type	Full Fee Children	Full Fee Spaces	Total Full Fee	Subsidized Children	Total Subsidy	Total
Infant Full Day	7	7	$4,078.10	3	0	$0.00
Infant Half Day	0	0	$0.00	0	$0.00	$0.00
Infant Part Day	0	0	$0.00	0	$0.00	$0.00

Based on information reported on CWELCC Attendance:

Total Operating Capacity: 10
Number of available spaces: 0

3. An infant room has a licensed capacity of 10. There are 10 full fee children with 2 of the children only attending 2 days a week on Monday and Friday.

NOTE: for centre-based programs with part-time rates, report using the part day care type
Infant Full Day - Number of full fee children: 8
Infant Full Day - Number of full fee spaces: 8
Infant Part Day - Number of full fee children: 2
Infant Part Day - Number of full fee spaces: 2 (because the 2 part time children attend on the same days, they occupy 2 spaces)

NOTE: there are 2 vacant spaces on Tuesday, Wednesday, Thursday, but it is not required to report on this attendance. Operator will receive payment for the full week and overpayment may be recovered at time of reconciliation.

Attendance CWELCC						
CWELCC Care Type	Full Fee Children	Full Fee Spaces	Total Full Fee	Subsidized Children	Total Subsidy	Total
Infant Full Day	8	8	$3,262.48	0	0	$3,262.48
Infant Half Day	0	0	$0.00	0	$0.00	$0.00
Infant Part Day	2	2	$326.26	0	$0.00	$326.26

Based on information reported on CWELCC Attendance:
Total Operating Capacity: 10
Number of available spaces: 2 on Tuesday, Wednesday, Thursday

TODDLER EXAMPLES:

1. A toddler room has a licensed capacity of 15. There are 11 full time full fee children, 0 children receiving fee subsidy and 4 vacant spaces in a toddler classroom.

Toddler Full Day - Number of full fee children: 11
Toddler Full Day - Number of full fee spaces: 15

Attendance CWELCC						
CWELCC Care Type	Full Fee Children	Full Fee Spaces	Total Full Fee	Subsidized Children	Total Subsidy	Total
Infant Full Day	0	0	$0.00	0	0	$0.00
Infant Half Day	0	0	$0.00	0	$0.00	$0.00
Infant Part Day	0	0	$0.00	0	$0.00	$0.00
Toddler Full Day	11	15	$5,709.45	0	$0.00	$5,709.45
Toddler Half Day	0	0	$0.00	0	$0.00	$0.00
Toddler Part Day	0	0	$0.00	0	$0.00	$0.00

Based on information reported on CWELCC Attendance:
Total Operating Capacity: 15
Number of available spaces: 4

2. A toddler room has a licensed capacity of 15. There are 7 full time full fee children and 6 children receiving fee subsidy in a toddler classroom.

Toddler Full Day - Number of full fee children: 7
Toddler Full Day - Number of full fee spaces: 9

Attendance CWELCC						
CWELCC Care Type	**Full Fee Children**	**Full Fee Spaces**	**Total Full Fee**	**Subsidized Children**	**Total Subsidy**	**Total**
Infant Full Day	0	0	$0.00	0	$0.00	$0.00
Infant Half Day	0	0	$0.00	0	$0.00	$0.00
Infant Part Day	0	0	$0.00	0	$0.00	$0.00
Toddler Full Day	7	9	$5,709.45	6	$0.00	$5,709.45
Toddler Half Day	0	0	$0.00	0	$0.00	$0.00
Toddler Part Day	0	0	$0.00	0	$0.00	$0.00

Based on information reported on CWELCC Attendance:

Total Operating Capacity: 15
Number of available spaces: 2

3. A toddler room has a licensed capacity of 10. There are 10 full fee children with 0 children receiving fee subsidy in a toddler classroom. Of the 10 full time children 1 is attending part time 3 days a week (M, W, F).

Toddler Full Day - Number of full fee children: 9
Toddler Full Day - Number of full fee spaces: 9
Toddler Part Day – Number of full fee children: 1
Toddler Part Day – Number of full fee spaces: 1

Attendance CWELCC						
CWELCC Care Type	**Full Fee Children**	**Full Fee Spaces**	**Total Full Fee**	**Subsidized Children**	**Total Subsidy**	**Total**
Infant Full Day	0	0	$0.00	0	0	$0.00
Infant Half Day	0	0	$0.00	0	$0.00	$0.00
Infant Part Day	0	0	$0.00	0	$0.00	$0.00
Toddler Full Day	9	9	$1,223.46	0	$0.00	$1,223.46
Toddler Half Day	0	0	$0.00	0	$0.00	$0.00
Toddler Part Day	1	1	$135.94	0	$0.00	$135.94

Based on information reported on CWELCC Attendance:

Total Operating Capacity: 10
Number of available spaces: 1 (Tuesday/Thursday only)

PRESCHOOL EXAMPLES:

1. A preschool room has a licensed capacity of 24. There are 21 full fee children and 1 child receiving fee subsidy in a preschool classroom.

Preschool Full Day - Number of full fee children: 21
Preschool Full Day -Number of full fee spaces: 23

Attendance CWELCC						
CWELCC Care Type	**Full Fee Children**	**Full Fee Spaces**	**Total Full Fee**	**Subsidized Children**	**Total Subsidy**	**Total**
Infant Full Day	0	0	$0.00	0	$0.00	$0.00
Infant Half Day	0	0	$0.00	0	$0.00	$0.00
Infant Part Day	0	0	$0.00	0	$0.00	$0.00
Toddler Full Day	0	0	$0.00	0	$0.00	$0.00
Toddler Half Day	0	0	$0.00	0	$0.00	$0.00
Toddler Part Day	0	0	$0.00	0	$0.00	$0.00
Preschool Full Day	21	23	$7,503.75	1	$0.00	$7,503.75
Preschool Half Day	0	0	$0.00	0	$0.00	$0.00
Preschool Part Day	0	0	$0.00	0	$0.00	$0.00

Based on information reported on CWELCC Attendance:

Total Operating Capacity: 24
Number of available spaces: 2

2. A preschool room has a licensed capacity of 24. There are 13 full fee children and 3 children receiving fee subsidy in a preschool room. Of the 13 full fee children 1 child attends three days per week (M, W, F) and 1 attends two days per week (T, Th). Due to low enrollment this room is only operating with 2 staff.

Preschool Full Day - Number of full fee children: 11
Preschool Full Day - Number of full fee spaces: 11
Preschool Part Day – Number of full fee children: 2
Preschool Part Day – Number of full fee spaces: 1

Attendance CWELCC						
CWELCC Care Type	Full Fee Children	Full Fee Spaces	Total Full Fee	Subsidized Children	Total Subsidy	Total
Infant Full Day	0	0	$0.00	0	0	$0.00
Infant Half Day	0	0	$0.00	0	$0.00	$0.00
Infant Part Day	0	0	$0.00	0	$0.00	$0.00
Toddler Full Day	0	0	$0.00	0	$0.00	$0.00
Toddler Half Day	0	0	$0.00	0	$0.00	$0.00
Toddler Part Day	0	0	$0.00	0	$0.00	$0.00
Preschool Full Day	11	11	$3,588.75	3	$0.00	$3,588.75
Preschool Half Day	0	0	$0.00	0	$0.00	$0.00
Preschool Part Day	2	1	$217.50	0	$0.00	$217.50

Based on information reported on CWELCC Attendance:

Total Operating Capacity: 16
Number of available spaces: 1

OTHER EXAMPLES:

1. Mixed Age Reporting

There are 13 full fee children attending the kindergarten before and after school program. There are 4 additional children in the school age before and after school program that are eligible for CWELCC because they have not yet turned six years of age.

NOTE: Operators are to report any CWELCC eligible school age children with the kindergarten reporting. In the comments section, report how many of the kindergarten children are in the school age program.

Kindergarten Before and After - Number of full fee children: 17
Kindergarten Before and After - Number of full fee spaces: 17

Comments

4 children are attending the school age program

Attendance CWELCC

CWELCC Care Type	Full Fee Children	Full Fee Spaces	Total Full Fee	Subsidized Children	Total Subsidy	Total
Infant Full Day	0	0	$0.00	0	$0.00	$0.00
Infant Half Day	0	0	$0.00	0	$0.00	$0.00
Infant Part Day	0	0	$0.00	0	$0.00	$0.00
Toddler Full Day	0	0	$0.00	0	$0.00	$0.00
Toddler Half Day	0	0	$0.00	0	$0.00	$0.00
Toddler Part Day	0	0	$0.00	0	$0.00	$0.00
Preschool Full Day	0	0	$0.00	0	$0.00	$0.00
Preschool Half Day	0	0	$0.00	0	$0.00	$0.00
Preschool Part Day	0	0	$0.00	0	$0.00	$0.00
Kindergarten Full Day	0	0	$0.00	0	$0.00	$0.00
Kindergarten Half Day / Before and After	17	17	$1,109.25	0	$0.00	$1,109.25
Kindergarten Part Day	0	0	$0.00	0	$0.00	$0.00
Kindergarten Before	0	0	$0.00	0	$0.00	$0.00
Kindergarten After	0	0	$0.00	0	$0.00	$0.00
Family Group Full Day	0	0	$0.00	0	$0.00	$0.00
Family Group Half Day	0	0	$0.00	0	$0.00	$0.00
Family Group Part Day	0	0	$0.00	0	$0.00	$0.00

Based on information reported on CWELCC Attendance:

Total Operating Capacity: 13 for the kindergarten age group not accounting for the 4 school age children
Number of available spaces: 0

2. PA Days for Before and After School Programs

There is one PA Day in the month of February. There are 12 children in a kindergarten before and after school program and 1 in the after-school program only. Of these children 10 children in the before and after school program and the 1 child from the after-school program attended the PA Day full day program.

NOTE: Operators are to note how many children in the B&A program attended the PA Day full day program. An adjustment will be completed as York Region staff verify the attendance to pay the difference from the B&A rate to the full day rate.

Comments

10 children from Before and After school program attended PA day.
1 child from After school program attended PA day.

Attendance CWELCC

CWELCC Care Type	Full Fee Children	Full Fee Spaces	Total Full Fee	Subsidized Children	Total Subsidy	Total
Infant Full Day	0	0	$0.00	0	$0.00	$0.00
Infant Half Day	0	0	$0.00	0	$0.00	$0.00
Infant Part Day	0	0	$0.00	0	$0.00	$0.00
Toddler Full Day	0	0	$0.00	0	$0.00	$0.00
Toddler Half Day	0	0	$0.00	0	$0.00	$0.00
Toddler Part Day	0	0	$0.00	0	$0.00	$0.00
Preschool Full Day	0	0	$0.00	0	$0.00	$0.00
Preschool Half Day	0	0	$0.00	0	$0.00	$0.00
Preschool Part Day	0	0	$0.00	0	$0.00	$0.00
Kindergarten Full Day	0	0	$0.00	0	$0.00	$0.00
Kindergarten Half Day / Before and After	12	12	$783.00	0	$0.00	$783.00
Kindergarten Part Day	0	0	$0.00	0	$0.00	$0.00
Kindergarten Before	0	0	$0.00	0	$0.00	$0.00
Kindergarten After	1	1	$87.00	0	$0.00	$87.00
Family Group Full Day	0	0	$0.00	0	$0.00	$0.00
Family Group Half Day	0	0	$0.00	0	$0.00	$0.00
Family Group Part Day	0	0	$0.00	0	$0.00	$0.00

3. Kindergarten Instructional Day
If you don't have an instructional day rate this example does not apply.

A kindergarten program has 8 children that attend the before and after school program and receive fee subsidy. 2 of those children stay for the instructional day and pay the instructional day rate. There are 3 additional children that attend the full day program and pay the full fee.

NOTE: For children receiving fee subsidy who also participate in the instructional day, record the number of full fee spaces (e.g., 2) and report '0' for the number of full fee children as they have already been counted under the "Subsidized Children" column.

Attendance CWELCC

CWELCC Care Type	Full Fee Children	Full Fee Spaces	Total Full Fee	Subsidized Children	Total Subsidy	Total
Infant Full Day	0	0	$0.00	0	$0.00	$0.00
Infant Half Day	0	0	$0.00	0	$0.00	$0.00
Infant Part Day	0	0	$0.00	0	$0.00	$0.00
Toddler Full Day	0	0	$0.00	0	$0.00	$0.00
Toddler Half Day	0	0	$0.00	0	$0.00	$0.00
Toddler Part Day	0	0	$0.00	0	$0.00	$0.00
Preschool Full Day	0	0	$0.00	0	$0.00	$0.00
Preschool Half Day	0	0	$0.00	0	$0.00	$0.00
Preschool Part Day	0	0	$0.00	0	$0.00	$0.00
Kindergarten Full Day	3	3	$261.00	0	$0.00	$0.00
Kindergarten Half Day / Before and After	0	0	$0.00	8	$0.00	$0.00
Kindergarten Part Day	0	2	$87.00	0	$0.00	$87.00
Kindergarten Before	0	0	$0.00	0	$0.00	$0.00
Kindergarten After	0	0	$0.00	0	$0.00	$0.00
Family Group Full Day	0	0	$0.00	0	$0.00	$0.00
Family Group Half Day	0	0	$0.00	0	$0.00	$0.00
Family Group Part Day	0	0	$0.00	0	$0.00	$0.00

4. Children changing Age Groups mid-month i.e. infant to toddler

For Full Fee spaces, report the enrollment in the care type that the child started the month in. The child's new care type will be reflected in the next billing month. If you have a child on fee subsidy who has a birthday mid-month, OCCMS is currently counting the child in both care types e.g. Toddler transitioning to Preschool

Operator will only reduce the Operating Capacity on the full fee space of the preschool care type by the number of fee subsidy children that have transitioned. In this example, the operating capacity may appear higher in the Toddler room as the Full Fee Space has not been reduced by the number of fee subsidy children.

5. Kindergarten children eligible for CWELCC but are attending in a School Age B/A program

Report the exact number of children at the corresponding kindergarten care type. Full fee spaces must be the same as the number of children (operating capacity is not applicable in this scenario). If operating a Kindergarten room AND have children in mixed age group with school age, report the mixed age Kindergartens with the corresponding kindergarten care type. (Make a note in the comment section to explain why the Full Fee spaces may appear to be higher than operating capacity).

Example: 13 children attending in a kindergarten B/A room with 5 children attending in a school age B/A room who are CWELCC eligible. Operator would report 18 children enrolled and 18 full fee spaces.