

# CHILD CARE LICENSEE TOOL

## Reporting Operating Capacity and Vacancies in OCCMS

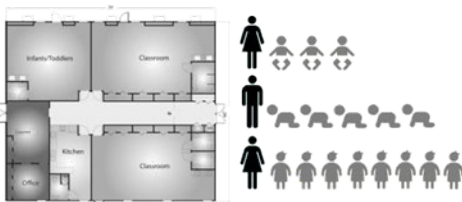
This tool supports Licensees with the monthly task of providing **accurate** information on the Operating Capacity and Long-Term Vacancy data for the Record of Attendance (ROA). This information is used to determine funding approvals, monitor trends, and Ministry reporting requirements.

### To be reported as of the date the data is entered.

#### Licensed Capacity

The maximum number of children in each age category, allowed to be receiving child care as set out in your license as approved by the Ministry of Education under the Child Care and Early Years Act.

How many spaces you have based on physical space.



#### Operating Capacity

The number of child care spaces a program is currently staffed for, as per ratios defined in the Child Care and Early Years Act. Operating capacity is not the same as enrollment. Operating capacity cannot exceed licensed capacity attending a program.

How many spaces you fill based on current staffing.



#### Vacancies

An unoccupied space that a licensee could enroll a child or children. This means that you have enough staff to operate the space, but there is no child currently enrolled in the space.

How many spaces are available based on current staffing.



#### Example

A Child Care Centre has 1 Preschool Room with a Licensed Capacity of 24. This means that when fully staffed, 24 Preschoolers can be present. The Preschool room is currently staffed by 2 Preschool Educators. This means the Operating Capacity of the room is 16, as per the 8:1 preschool child-educator ratio defined in the CCEYA. At the end of October, there were 17 children enrolled in the Preschool Room. Of the 17 children, 13 attend every day (Monday to Friday) and the other 4 attend on alternate days (2 children attend Monday, Wednesday and Friday; 2 children attend Tuesday and Thursday).

**Outcome:** On any given day, there are a maximum of 15 Preschoolers present in the room. This means the vacancy for the Preschool Room is one (1). The City of Hamilton assumes this is a long-term vacancy, as defined below and not a transitional (short term) vacancy.

#### Operating Capacity is not Enrollment.

Operating capacity is different from enrollment. Enrollment refers to the total number of distinct children attending a Child Care Program.

An Operating Capacity Change Form is required when your organization has any revisions to operating capacity or use of alternate capacity for periods longer than 3 months.

#### What is a Waitlist?

A waitlist is a list of children who are currently waiting to enroll in a child care program when spaces become available.

#### What is a Vacancy?

A vacancy is an unoccupied space that a licensee **could** enroll a child/children into. As a licensee you have sufficient staff to operate the space, however, there is no child currently enrolled in the space. Vacancies are based on operating capacity, not licensed capacity.

**Short-term vacancies** are transitional in nature, such as staggered start, waitlist, move up from a younger classroom, or partial spaces (vacancies that have a child enrolled less than full-time).

**Do not** record short-term vacancies.

**Long-term vacancies** are full-time vacant spaces that remain unoccupied for **more than 3 months**.

Long Term vacancies **must** be recorded in OCCMS.


The City of Hamilton has a **provincial** requirement to track long-term vacancies.

# CHILD CARE LICENSEE TOOL

## Reporting Canada Wide Early Learning Child Care (CWELCC) Attendance in OCCMS

This tool supports Licensees with the monthly task of providing **accurate** information on the Operating Capacity and Long-Term Vacancy data for the Record of Attendance (ROA). This information is used to determine funding approvals, monitor trends, and Ministry reporting requirements.

Figure 1



CWELCC Care Type	Full Fee Children	Full Fee Spaces	Total Full Fee
Infant Full Day	0	0	\$0.00
Infant Half Day	0	0	\$0.00
<del>Infant Part Day</del>	<del>0</del>	<del>0</del>	<del>\$0.00</del>
Toddler Full Day	0	0	\$0.00
Toddler Half Day	0	0	\$0.00
<del>Toddler Part Day</del>	<del>0</del>	<del>0</del>	<del>\$0.00</del>
Preschool Full Day	0	0	\$0.00
Preschool Half Day	0	0	\$0.00
<del>Preschool Part Day</del>	<del>0</del>	<del>0</del>	<del>\$0.00</del>
Kindergarten Full Day	0	0	\$0.00
Kindergarten Half Day / Before and After	0	0	\$0.00
<del>Kindergarten Part Day</del>	<del>0</del>	<del>0</del>	<del>\$0.00</del>
Kindergarten Before	0	0	\$0.00
Kindergarten After	0	0	\$0.00
<del>Family Group Full Day</del>	<del>0</del>	<del>0</del>	<del>\$0.00</del>
<del>Family Group Half Day</del>	<del>0</del>	<del>0</del>	<del>\$0.00</del>
<del>Family Group Part Day</del>	<del>0</del>	<del>0</del>	<del>\$0.00</del>

**NEW**

Monthly CWELCC reporting includes the following:

- # of Full Fee Children Served (Headcount)
- # of Full Fee Spaces (Child Care spaces)

### Attendance CWELCC table, (see Figure 1).

The Record of Attendance is a mechanism for licensees to report on full fee-paying children and full fee spaces that are occupied by CWELCC participating children

- Completed with the Fee Subsidy Record of Attendance (if applicable) and Operating Capacity reporting.
- Reporting based on the previous months attendance.
- DUE by the **5th working day** of each month.

### CWELCC Care Type:

- **Full Day** is to be used by programs operating 6 hours, or more, per day.
- **Half Day** is to be used ONLY by Cooperative Preschool programs.

### What are “Full Fee Children”?

The total number of fee-paying children, or headcount, that attended the past month for each applicable age group.

### What are “Full Fee Spaces”?

The total number of spaces that were occupied during the previous month for each age group.

**Example:** A total of 7 children attended for the month in the infant room, 5 attended 5 days per week (full time), 1 attended 2 days per week and 1 attended 3 days per week (part time). Enter 7 under “Full Fee Children” and 6 under “Full Fee Spaces” as 2 children occupied 1 space.

### Enter data that accurately reflects the month’s operations.

City of Hamilton staff will review and monitor monthly CWELCC attendance data. Child Care Licensees may be contacted if there are questions about their reported data or if errors are identified. This process ensures data quality is maintained.