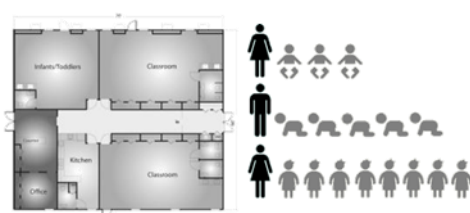# CHILD CARE LICENSEE TOOL
## Reporting Operating Capacity and Vacancies in OCCMS

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

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

### Licensed Capacity
How many spaces you have based on physical space.

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.

### Operating Capacity
How many spaces you fill based on current staffing.

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.

### Vacancies
How many spaces are available based on current staffing.

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

### 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 Pre-school 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). We are assuming this is a long-term vacancy, as defined below and this is not a transitional vacancy.

**Operating Capacity is not Enrollment.**
Operating capacity is different from enrollment. Enrollment is the number of unique children attending a program.

Operating Capacity Change Form is required for any changes to operating capacity. Please contact us, if you need assistance.

**Waitlist**
Record the number of children currently on your waitlist and wanting to start the program if there is an available space

**What is a Vacancy?**
- Vacancies are based on operating capacity, not licensed capacity.
- An unoccupied space that a licensee could enroll a child/children into. This means that you have enough staff to operate the space, but there is no child currently enrolled in the space.
- Do not record Short Term Vacancies.
- Only record Long Term Vacancies.
- Ministry expectation is that the City of Hamilton diligently track long-term vacancies.

**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).

**Long Term Vacancies** are defined as a **full-time vacant space** that remains unoccupied for **more than 3 months**.

# 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 <u>accurate</u> information on the Operating Capacity and Long-Term Vacancy data on the Record of Attendance (ROA). This information is used to determine funding approvals, monitor trends, and meeting Ministry reporting requirements.

**Figure 1**

| Attendance CWELCC | ✓ | | ✓ | |
|---|---|---|---|---|
| CWELCC Care Type | Full Fee Children | Full Fee Children Approved | Full Fee Spaces | Full Fee Spaces Approved |
| Infant Full Day | 0 | 0 | 0 | 0 |
| Infant Half Day | 0 | 0 | 0 | 0 |
| Infant Part Day | 0 | 0 | 0 | 0 |
| Toddler Full Day | 0 | 0 | 0 | 0 |
| Toddler Half Day | 0 | 0 | 0 | 0 |
| Toddler Part Day | 0 | 0 | 0 | 0 |
| Preschool Full Day | 0 | 0 | 0 | 0 |
| Preschool Half Day | 0 | 0 | 0 | 0 |
| Preschool Part Day | 0 | 0 | 0 | 0 |
| Kindergarten Full Day | 0 | 0 | 0 | 0 |
| Kindergarten Half Day / .. | 0 | 0 | 0 | 0 |
| Kindergarten Part Day | 0 | 0 | 0 | 0 |
| Kindergarten Before | 0 | 0 | 0 | 0 |
| Kindergarten After | 0 | 0 | 0 | 0 |
| Family Group Full Day | 0 | 0 | 0 | 0 |
| Family Group Half Day | 0 | 0 | 0 | 0 |
| Family Group Part Day | 0 | 0 | 0 | 0 |

**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 past 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.

**Monthly CWELCC Attendance data will be reviewed and monitored by Children's Services staff at the City of Hamilton. Child Care Licensees may be contacted if staff have questions about their reported data, or if a potential error is identified. This will ensure data quality is maintained.**