

USER GUIDE

CWELCC Reporting in OCCMS

Child Care Agencies with Fee
Subsidy & CWELCC Funding



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OVERVIEW

This guide is to support child care agencies in receipt of Child Care Fee Subsidy and Canada-Wide Early Learning and Child Care (CWELCC) funding.

IMPORTANT! Child care agencies who are part of CWELCC must continue to follow the established process for reporting attendance for children in receipt of the child care subsidy but will be required to submit the additional information as outlined below **when completing the Record of Attendance (ROA)**.

If your agency does not have any active placement for children in receipt of the child care fee subsidy, you are still required to submit the ROA to report the data as requested below.

If you have any questions relating to the contents of this document or require further assistance to support the CWELCC reporting requirements in OCCMS, please email us at earlyyearssystemdivision@peelregion.ca

REMINDER! NAVIGATING TO THE ATTENDANCE REPORTING PAGE

1. Once logged into OCCMS, from the **Home** screen select **Attendance**
2. If you are a child care agency with multiple sites, select the **Provider Site** for which you would like to complete the attendance for from the drop-down list. You must complete the ROA for all active sites.
3. Click **View Attendance**

CWELCC REPORTING REQUIREMENT

The CWELCC attendance table has been added to attendance in the Operators profile on OCCMS. This feature is enabled for child care agencies participating in CWELCC by giving them access to complete the ROA.

Attendance reporting is captured at a Site level for Centres with multiple sites and at a Head Office level for Home Care agencies (or at the level that you currently reporting at in OCCMS).

Child care agencies will be required to submit an **accurate collection** of the following for each month starting on April 1, 2023:

- 1) **Vacancies**
- 2) **Operating Capacity**
- 3) **Waitlist**
- 4) **# Full Fee Children**
- 5) **# Full Fee Spaces**

Monthly reporting must be completed by end of the day of the 7th business day of each month and should reflect the previous month's information.

Agencies will have access to their Record of Attendance on the 1st day of each month.

Example: To Report OCCMS Attendance for March 2023

Agencies will have access to OCCMS Attendance from April 1st, 2023
OCCMS Attendance (child care fee subsidy attendance, vacancies, operating capacity, waitlist, full fee spaces, full fee children must be entered by end of day on April 12th, 2023

VACANCIES, OPERATING CAPACITY AND WAITLIST REPORTING

This information is currently required as part of the ROA when submitting attendance for children in receipt of child care fee subsidy.

Please note the definitions below to understand what you will be required to report.

Vacancies	# of spaces that are currently available per program, based on the current staffing complement.
Operating Capacity	# of children the centre/home child care can serve based on their staffing complement and budget. This cannot exceed the licensed capacity.
Waitlist	# of children waiting for admission per program

Reporting in this section is to reflect information for your full child care operations per site (for centre-based agencies), and for head office (for licensed home child care agencies).

Example: To Report Operating Capacity and Vacancy

Preschool Ratio = 1 staff: 8 children

If you have 2 staff, your **operating capacity is 16 children.**

If you have 2 children in receipt of fee subsidy and 10 full fee children, your **vacancy is in preschool is 4**

More examples are provided at the end of this document.

Steps:

- 1) On the Attendance page, scroll down to the Vacancies, Operating Capacity and Waitlist section (see picture below).

- 2) Input numbers for each age group as it pertains to your child care based on the previous month's information.

	Vacancies	Operating Capacity	Waitlist
Infant	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toddler	<input type="text"/>	<input type="text"/>	<input type="text"/>
Preschool	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kindergarten	<input type="text"/>	<input type="text"/>	<input type="text"/>
Primary/Junior	<input type="text"/>	<input type="text"/>	<input type="text"/>
Junior School Age	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comments			

FULL FEE CHILDREN & FULL FEE SPACES REPORTING

Under the Attendance CWELCC table (see pic below), you will be required to complete the first two columns:

Full Fee Children

of FULL FEE children enrolled, receiving the CWELCC fee reduction, per care type. This does not include your subsidized children, as OCCMS will calculate this number for you.

Full Fee Spaces

of spaces occupied by a full fee-paying children per care type. (This does not include any fee subsidy occupied spaces).

CWELCC Care Type	Full Fee Children	Full Fee Spaces	Total Full Fee	Subsidized Children	Total Subsidy	Total
Infant Full Day	1	1	\$0.00	0	\$0.00	\$0.00
Infant Half Day	1	1	\$0.00	0	\$0.00	\$0.00
Infant Part Day	1	1	\$0.00	0	\$0.00	\$0.00
Toddler Full Day	1	1	\$0.00	2	\$0.00	\$0.00
Toddler Half Day	1	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	7	\$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	0	0	\$0.00	0	\$0.00	\$0.00
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	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
						\$0.00

Save Cancel Children Turning 18, 30 or 72 months Comments Preview Attendance Complete

This is an aggregate data collection. Each child receiving care should only be reported once as part of the CWELCC attendance (see the Record of Attendance Examples section).

Child care agencies will enter their child care program data in both the Full Fee Children and Full Fee Spaces columns as it pertains to each row and select **Complete** once finished.

All other columns are greyed out and system populated since the numbers inputted are for reporting purposes only.

Reporting School Age Children:

If a child turns 6 years old between January 1 and June 30, they are eligible until June 30th of that year and must be reported in the kindergarten age group until such time.

If a child turns 6 years old between July 1 and December 31, they are eligible for CWELCC until the end of the month they turn 6 and must be reported in the kindergarten age group until such time.

NON-COMPLIANCE

If a child care agency does not submit this information in OCCMS by the deadline, it will result in corrective actions being taken as outlined in the Early Years and Child Care Services [Deadlines Compliance Policy](#) and the [Hold Policy](#).

RECORD OF ATTENDANCE EXAMPLES

The following are several examples of different scenarios and how they would be reported on the monthly CWELCC Attendance section of the Record of Attendance in OCCMS.

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. (See picture below)**

Number of full fee children: 5

Number of full fee spaces occupied: 5

Total Operating Capacity: 6 (based on staffing complement)

Number of available spaces: 1

Attendance CWELCC						
CWELCC Care Type	Full Fee Children	Full Fee Spaces	Total Full Fee	Subsidized Children	Total Subsidy	Total
Infant Full Day	5	5				
Infant Half Day	0	0				
Infant Part Day	0	0				

- 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. (See picture below)**

Infant Full Day - Number of full fee children: 7

Infant Full Day - Number of full fee spaces: 7

Total Operating Capacity: 10

Number of available spaces: 0

Please note: The number of subsidized children will be populated by the system.

Attendance CWELCC						
CWELCC Care Type	Full Fee Children	Full Fee Spaces	Total Full Fee	Subsidized Children	Total Subsidy	Total
Infant Full Day	7	7		3		
Infant Half Day	0	0		0		
Infant Part Day	0	0		0		

- 3) **An infant room has a licensed capacity of 10. There are 10 full time, full fee children with 2 of the children only attending 2 days a week on Monday and Friday.** (See picture below)

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 (the 2 part-time children attend on the same days; they occupy 2 spaces)

Total Operating Capacity: 10

Number of available spaces: 2 (Tuesdays, Wednesdays, Thursdays) – add to comments

NOTE: The details on vacant spaces are not required to be reported on OCCMS. However, this can be noted in the **Comments** section on the Attendance CWELCC table.

Attendance CWELCC						
CWELCC Care Type	Full Fee Children	Full Fee Spaces	Total Full Fee	Subsidized Children	Total Subsidy	Total
Infant Full Day	8	8		0		
Infant Half Day	0	0		0		
Infant Part Day	2	2		0		

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.** (See picture below)

Toddler Full Day - Number of full fee children: 11

Toddler Full Day - Number of occupied full fee spaces: 11

Total Operating Capacity: 15

Number of available spaces: 4

Attendance CWELCC						
CWELCC Care Type	Full Fee Children	Full Fee Spaces	Total Full Fee	Subsidized Children	Total Subsidy	Total
Infant Full Day	0	0				
Infant Half Day	0	0				
Infant Part Day	0	0				
Toddler Full Day	11	11				
Toddler Half Day	0	0				
Toddler Part Day	0	0				

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. (See picture below)

Toddler Full Day - Number of full fee children: 7
 Toddler Full Day - Number of full fee spaces: 7
 Total Operating Capacity: 15
 Number of available spaces: 2

Please note: The number of subsidized children will be populated by the system.

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	7		6	\$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

3) A toddler room has a licensed capacity of 10. There are 10 full time 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). (See picture below)

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

NOTE:

- The details on vacant spaces are not required to be reported on OCCMS. However, this can be noted in the **Comments** section on the Attendance CWELCC table.
- The number of subsidized children will be populated by the system.

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		0	\$0.00	
Toddler Half Day	0	0	\$0.00	0	\$0.00	\$0.00
Toddler Part Day	1	1		0	\$0.00	

Preschool Examples:

- 1) A preschool room has a licensed capacity of 24. There are 21 full time, full fee children and 1 child receiving fee subsidy in a preschool classroom. (See picture below)

Preschool Full Day - Number of full fee children: 21

Preschool Full Day -Number of full fee spaces: 21

Total Operating Capacity: 24

Number of available spaces: 2

Please note: The number of subsidized children will be populated by the system.

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	21		1	\$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

- 2) A preschool room has a licensed capacity of 24. There are 13 full fee, full time 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. (See picture below)

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 (2 part time children are occupying one space)
 Total Operating Capacity: 16 (base on staffing complement)
 Number of available spaces: 1

Please note: The number of subsidized children will be populated by the system.

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	\$0.00	
Preschool Half Day	0	0	\$0.00	0	\$0.00	\$0.00
Preschool Part Day	2	1		0	\$0.00	

Kindergarten Age Reporting

- 1) A kindergarten program has 8 children who receive fee subsidy to attend before and after school program. 2 of those children stay for the full day and are eligible for CWELCC. There are 3 additional children that attend the full day program and pay the full fee (also eligible for CWELCC). (See picture below)

NOTE:

- Full Fee Spaces = 5 occupied spaces. (Includes the 2 children receiving fee subsidy for before and after care who also participate in full day kindergarten program and the 3 children that attend the full day program, paying the full fee)
- Full Fee Children = 5 children. (This includes the 2 children receiving fee subsidy for before and after care because they are paying the full fee for full day kindergarten and are also eligible for CWELCC)
- The number of subsidized children will be populated by the system.

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		\$0.00	\$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		\$0.00	\$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			\$0.00		\$0.00	\$0.00
Preschool Half Day	0	0	\$0.00	0	\$0.00	\$0.00
Preschool Part Day			\$0.00	0	\$0.00	\$0.00
Kindergarten Full Day	5	5	\$0.00	0	\$0.00	\$0.00
Kindergarten Half Day / Before and After	0	0	\$0.00	8	\$0.00	\$0.00
Kindergarten Part Day	0	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
						\$0.00

Cancel Children Turning 18, 30 or 72 months Comments

Preview Attendance

Mixed Age Reporting

- 1) 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. (See picture below)

NOTE: Report any CWELCC eligible school age children with the kindergarten reporting. In the comments section, report how the number 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

Total Operating Capacity: 13 for the kindergarten age group not accounting for the 4 school age children

Number of available spaces: 0

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		0	\$0.00	
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	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