

UPDATES TO THE OCCMS WEB ATTENDANCE TRAINING
Last Updated: April 8, 2022

This document includes updates to the OCCMS [web attendance e-learning](#). The following chart outlines what has changed and what slide in the e-learning it replaces. Service providers should use this document with the [web attendance e-learning](#) (and the supporting [web attendance e-learning pdf training package](#)) until informed otherwise. Any additional changes will be communicated to providers by email.

Topic...	How to Report Attendance...	Replaces e-learning slide...
Attendance code "O"	Enter "O" (Other) in the following scenarios: <ul style="list-style-type: none"> • Unplanned child care closure days where families are charged the approved daily rate, and • Until informed otherwise, days a child is absent for a COVID-19 related reason (e.g. child does not pass the daily screening) Tip: "O" is a paid day but does not deduct from the child's maximum absent day allowance	2.13
Child is Absent for 5 Consecutive Days	If a child is absent for five (5) consecutive days: <ul style="list-style-type: none"> • Do not wait for the web attendance to report the absences • Let the Children's Services Worker know about the absences as soon as possible 	2.9
Absent on Approved Start Date	If a child delays their approved start date for up to 10 days: <ul style="list-style-type: none"> • Enter "A", "S", or "V" for days the child is absent depending on their situation • Enter "P" on days the child attends If the child is absent on their start date and for 10 consecutive days thereafter (i.e. 11 days total) <ul style="list-style-type: none"> • Refer to Withdraws Without Giving Proper Notice for instructions to report attendance 	1.12

Topic...	How to Report Attendance...	Replaces e-learning slide...
Withdraws Without Giving Proper Notice	<p>If a child withdraws without giving at least two (2) weeks' notice, or without any notice:</p> <ul style="list-style-type: none"> • Tell the Children's Services Worker the child withdrew without notice, or never started care before the month ends (i.e. before web attendance reporting) – provide child's last physical day and what the child's last day should have been, if proper notice was provided • Enter "A" on web attendance for the days within the 2-week notice period the child did not attend, if the vacancy was not filled on any of those days • If the vacancy was filled, report "N" on those days • If the schedule is pre-populated with "Ps" beyond the 2-week notice period, change the "Ps" to "Ns" • If the schedule is blank, no attendance code is required • Do not input a web attendance comment about child's withdrawal without notice 	2.9
Stops Attending During Notice Period	<p>If at least two (2) weeks' notice of withdrawal is provided, but the child doesn't attend the full two-week notice period:</p> <ul style="list-style-type: none"> • If you haven't received a confirmation of the withdrawal from the Children's Services Worker, tell the Children's Services Worker before the month ends that the child is withdrawing • Enter "A" on web attendance for the days within the 2-week notice period the child did not attend, if the vacancy was not filled on any of those days • If the vacancy was filled, report "N" on those days • If the schedule is pre-populated with "Ps" beyond the 2-week notice period, change the "Ps" to "Ns" • If the schedule is blank, no attendance code is required • Do not input a web attendance comment about child's withdrawal 	2.8

Maximum Number of Absent Days – Slide [2.12](#)

Children enrolled in part-time care will be allotted the same number of paid absent days as children enrolled in full-time care, adjusted for the calendar year based on enrolment month. For example, a child enrolled in part-time care in January will have 36 paid absent days.