

From: [MCF Child Care Operating Fund, MCF:EX](#)
Subject: Child Care Awards Nominations Now Open
Date: Sunday, March 25, 2018 4:32:18 PM

Dear Child Care Provider,

The 2018 Child Care Awards of Excellence nominations are now open!

The [Child Care Awards of Excellence and Child Care Legacy Awards](#) honour the outstanding achievements of individuals, organizations and local governments who provide or support the delivery of exceptional early care and learning (ECL) services in B.C. Excellence in the field is demonstrated in how professionals and organizations engage and support children's development and demonstrate their commitment to improving and enhancing relationships with children, families and communities.

The 2018 awards will be given in five categories: Provincial, Innovation, Partnerships, Leadership and Indigenous and may be nominated by any individuals.

B.C.'s early care and learning professionals support families across the province by caring for our youngest citizens. We cannot build universal child care in B.C. without them. If you know of an outstanding child care provider, please consider nominating them for one of these awards! To read more about the nomination process, learn about the different categories and to find out more about the criteria, please visit the [BC Child Care Awards page](#).

Nominations must be received by midnight on April 8, 2018, so be sure to complete and submit your [nomination package](#) before then!

Child Care Fee Reduction Calculator

A. Monthly or Daily Enrolment

# days (4 hours or less) child is enrolled	# days (Over 4 hours) child is enrolled	Care Type	Age of Child	Monthly Child Care Fee Reduction
				0

B. Weekly Enrolment

# days (4 hours or less) child is enrolled	# days (Over 4 hours) child is enrolled	Care Type	Age of Child	Monthly Child Care Fee Reduction
				0

Use this calculator to determine the child care fee reduction amount for each child's part-time enrolment.

1. Choose a calculator based on how you charge fees:

Monthly or **Daily**: Calculator **A**
Weekly: Calculator **B**

2. Enter the number of days the child is enrolled into the **4 hours or less** and/or **Over 4 hours** fields.

Note: If your facility charges regular parent fees during closures, please include these days.

3. **Care Type**: Select either **Licensed Group** or **Licensed Family**.

4. **Age of Child**: Select either **Under 36 Months** or **3 Years to Kindergarten**

5. **Click out** of the cell to prompt the final calculation.

The calculated **Monthly Child Care Fee Reduction** is the amount by which you must reduce parent fees.

For more information call 1-888-338-6622 (Option 2).

From: [MCF Child Care Operating Fund, MCF:EX](#)
Subject: Child Care Operating Funding - 2018/19 Program Confirmation Form Attached
Date: Thursday, March 22, 2018 3:55:06 PM
Attachments: [Child Care Operating Funding Program Confirmation Form.pdf](#)

Dear Child Care Provider,

Attached is a **PDF of the Program Confirmation Form** as some organizations have reported difficulties opening the previous version.

To view this file:

1. Save the form to your computer
2. Open your PDF program
3. Open the form within your PDF program

Once you have completed the form, you will be prompted to submit an email to mcf.ccof@gov.bc.ca. If you experience difficulties submitting the form, please see the tips at the end of this email.

You will receive an email confirmation once your Funding Agreement has been renewed for base funding and, if you applied for the child care fee reduction initiative, that your request has been approved or that further review or information is required.

Please call us if you have any questions.

Thank you,

The Child Care Operating Funding Program

1-888-338-6622 (option 2)

If you have difficulties submitting the form:

1. Open your email or log in to your webmail
2. Ensure all required fields (such as check boxes) are completed
3. Click the Submit by Email link

If you are still unable to submit:

1. Add your email address to your PDF program
 - For Adobe Reader, click Edit, select Preferences, select Email Accounts and then follow the instructions
 - For other PDF programs, go to the Help menu and search “add email account” for instructions

If you are still unable to submit:

1. Save the completed form to your computer
2. Send an email with the completed form attached to mcf.ccof@gov.bc.ca

From: [MCF Child Care Operating Fund, MCF:EX](#)
Subject: Child Care Operating Funding Program – Clarification of Rates in Schedule C
Date: Saturday, March 31, 2018 3:16:23 PM
Attachments: [Group 2018_19 Revised Schedule C March 31.pdf](#)

Dear Organization (Contractor),

As your Organization's Authorized Signatory, please find attached the revised Schedule C of the Child Care Operating Funding Program Funding Agreement for the 2018/19 contract term ("the Agreement").

Over the last few weeks, the Ministry has been hearing from organizations across the province about the diversity of the sector. In response to this feedback, Schedule C has been revised to provide further clarity of payments made under the Opt-in Parent Fee Reduction and how Contractors are to calculate the amount by which they are required to reduce parent fees.

The revised Schedule C also serves to provide Contractors with an assurance that in the event that the payment from the Province to the Contractor for the Opt-in Payments is less than the amount calculated by the Contractor as the parent fee reduction amount, the Contractor can contact the Ministry and, upon confirmation that the calculation is correct, the Province will pay the amount owed to the Contractor.

The calculation method from the revised Schedule C is to be used to calculate the amount by which Contractors are required to reduce parent fees, beginning April 2018. This additional calculation method is needed because the Province calculates Opt-in Payments on a per facility basis, while Contractors will need to calculate on a per child basis to arrive at the appropriate parent fee reduction amount. Note that the method of calculation described in section 2 of Schedule C will result in the same amounts as using the calculator tool the Ministry has previously provided.

For Contractors who have already signed the Agreement, this email serves as notice from the Province, under section 5.3 of the Agreement, of the increase to funding rates set out in Schedule C. Effective May 1st, 2018, the attached Schedule C replaces the Schedule C you received earlier this month. Opt-in Payments made to Contractors in April will include a one-time top-up payment equivalent to the rates that will officially take effect, for these Contractors, in May 2018 as per the attached Schedule C.

For Contractors who have not yet signed the Agreement, this Schedule replaces that of the original Agreement, effective immediately. In all other respects, the Agreement remains unchanged.

Please contact us at 1-888-338-6622 (option 2) if you have any questions.

We appreciate your engagement with us as we work together to make child care more affordable for parents.

Thank you,

The Child Care Operating Funding Program

SCHEDULE C – Opt-in Parent Fee Reduction

The intent of the Opt-In Parent Fee Reduction is to allow child care providers to reduce parent fees by a stable monthly amount.

Subject to this Agreement, including the requirements of section 4 (Enrolment in Opt-in Parent Fee Reduction), the Province will pay you a monthly Opt-in Payment consisting of an Administrative Top-up Payment and a Parent Fee Reduction Payment for each child Enrolled in the Under 36 months category and each child Enrolled in the 3 years to Kindergarten category for each Facility named in this Agreement until the end of the term as specified:

1. Opt-in Payments Calculation (paid to Contractor)

In this Schedule, the Province will pay you the total of (a) and (b) using the below calculations:

(a) Administrative Top-up Payment

Daily Rate Category	4 hours or less	More than 4 hours
Under 36 months	\$0.19	\$0.37
3 years to Kindergarten	\$0.14	\$0.28

To calculate the total Administrative Top-up Payment each month, the Province will multiply the current totals reported on the Enrolment Report with the appropriate rates corresponding to the Daily Rate Category.

(b) Parent Fee Reduction Payment

To calculate the Parent Fee Reduction Payment each month, the Province will multiply the current totals reported on the Enrolment Report with the appropriate rate corresponding to the Rate Category. Reported enrolments may be adjusted by the Province to ensure payments account for periods of closure consistent with information provided on the Program Confirmation Form.

The following months have 19 weekdays, not including statutory holidays: September and December of 2018 and February of 2019. Remaining months during the term of this Agreement have 20 weekdays or more, not including statutory holidays.

For months with **20 weekdays or more** excluding statutory holidays

Daily Rate Category	4 hours or less	More than 4 hours
Under 36 months	\$5.00	\$10.00
3 years to Kindergarten	\$1.50	\$3.00

For months with **19 weekdays** excluding statutory holidays

Daily Rate Category	4 hours or less	More than 4 hours
Under 36 months	\$5.26	\$10.53
3 years to Kindergarten	\$1.58	\$3.16

The monthly Opt-in Payment may not equal the Administrative Top-up Payment and the amount by which contractors are required to reduce parent fees (as outlined in 2 below) due to unique part-time enrolments.

- If the Parent Fee Reduction Payment is more than the amount calculated to reduce parent fees (as outlined in 2 below), any additional amount paid is deemed to be added to the Administrative Top-up Payment.
- If the Parent Fee Reduction Payment is less than the amount calculated to reduce parent fees (as outlined in 2 below), please contact the Ministry. Additional payments will be made upon verification of calculation.

2. Calculation of amount by which Contractors are required to reduce parent fees

- (a) For **full-time enrolments** Contractors must reduce parent fees by:

Category	Monthly Parent Fee Reduction Amount
Under 36 months	\$200.00
3 years to Kindergarten	\$60.00

- (b) For **less than full-time (part-time) enrolments** that are consistent month to month, Contractors must reduce parent fees by calculating a monthly (pro-rated) amount. The calculation for a pro-rated amount has been standardized to be based on a 20 day enrolment regardless of number of days per month to ensure that the parent fee reduction amount is stable month to month.

This means that enrolment is pro-rated by calculating a percentage of the full-time monthly fee amount of \$200.00 per month for Under 36 months and \$60.00 per month for 3 years to Kindergarten. E.g. For Under 36 months 3 days per week (4 hours or less) is 12 days out of a possible 20 days. $12/20 = 60\%$. $60\% \text{ of } \$100 = \60.00

Care Category	Days Per Week	Monthly Parent Fee Reduction Amount	
		4 hours or less	More than 4 hours
Under 36 months	5 days	\$100	\$200
	4 days	\$80	\$160
	3 days	\$60	\$120
	2 days	\$40	\$80
	1 day	\$20	\$40
3 years to Kindergarten	5 days	\$30	\$60
	4 days	\$24	\$48
	3 days	\$18	\$36
	2 days	\$12	\$24
	1 day	\$6	\$12

- (c) For **inconsistent enrolments** Contractors must reduce each parent fee using the following formulas and the Daily Rates listed in the table below:

Number of Enrolment Days (4 hours or less) X 4 hours or less Daily Rate
= Parent Fee Reduction Amount (to a maximum monthly rate for 4 hours or less)

Number of Enrolment Days (More than 4 hours) X More than 4 hours Daily Rate
= Parent Fee Reduction Amount (to a maximum monthly rate for More than 4 hours)

The combined Parent Fee Reduction Amounts must not exceed the maximum monthly rate in the More than 4 hours category in the table below.

Care Category	Daily Rate	
	4 hours or less	More than 4 hours
Under 36 months	\$5.00 (up to a maximum of \$100 per month)	\$10.00 (up to a maximum of \$200 per month)
3 years to Kindergarten	\$1.50 (up to a maximum of \$30 per month)	\$3.00 (up to a maximum of \$60 per month)

Note that if a child's enrolment is not consistent month to month, then the parent fee reduction amount that Contractors reduce parent fees will change month to month.

SCHEDULE C – Opt-in Parent Fee Reduction

The intent of the Opt-In Parent Fee Reduction is to allow child care providers to reduce parent fees by a stable monthly amount.

Subject to this Agreement, including the requirements of section 4 (Enrolment in Opt-in Parent Fee Reduction), the Province will pay you a monthly Opt-in Payment consisting of an Administrative Top-up Payment and a Parent Fee Reduction Payment for each child Enrolled in the Under 36 months category and each child Enrolled in the 3 years to Kindergarten category for each Facility named in this Agreement until the end of the term as specified:

1. Opt-in Payments Calculation (paid to Contractor)

In this Schedule, the Province will pay you the total of (a) and (b) using the below calculations:

(a) Administrative Top-up Payment

Daily Rate Category	4 hours or less	More than 4 hours
Under 36 months	\$0.60	\$1.20
3 years to Kindergarten	\$0.27	\$0.55

To calculate the total Administrative Top-up Payment each month, the Province will multiply the current totals reported on the Enrolment Report with the appropriate rates corresponding to the Daily Rate Category.

(b) Parent Fee Reduction Payment

To calculate the Parent Fee Reduction Payment each month, the Province will multiply the current totals reported on the Enrolment Report with the appropriate rate corresponding to the Rate Category. Reported enrolments may be adjusted by the Province to ensure payments account for periods of closure consistent with information provided on the Program Confirmation Form.

The following months have 19 weekdays, not including statutory holidays: September and December of 2018 and February of 2019. Remaining months during the term of this Agreement have 20 weekdays or more, not including statutory holidays.

For months with **20 weekdays or more** excluding statutory holidays

Daily Rate Category	4 hours or less	More than 4 hours
Under 36 months	\$8.75	\$17.50
3 years to Kindergarten	\$2.50	\$5.00

For months with **19 weekdays** excluding statutory holidays

Daily Rate Category	4 hours or less	More than 4 hours
Under 36 months	\$9.21	\$18.42
3 years to Kindergarten	\$2.63	\$5.26

The monthly Opt-in Payment may not equal the Administrative Top-up Payment and the amount by which contractors are required to reduce parent fees (as outlined in 2 below) due to unique part-time enrolments.

- If the Parent Fee Reduction Payment is more than the amount calculated to reduce parent fees (as outlined in 2 below), any additional amount paid is deemed to be added to the Administrative Top-up Payment.
- If the Parent Fee Reduction Payment is less than the amount calculated to reduce parent fees (as outlined in 2 below), please contact the Ministry. Additional payments will be made upon verification of calculation.

2. Calculation of amount by which Contractors are required to reduce parent fees

- (a) For **full-time enrolments** Contractors must reduce parent fees by:

Category	Monthly Parent Fee Reduction Amount
Under 36 months	\$350.00
3 years to Kindergarten	\$100.00

- (b) For **less than full-time (part-time) enrolments** that are consistent month to month, Contractors must reduce parent fees by calculating a monthly (pro-rated) amount. The calculation for a pro-rated amount has been standardized to be based on a 20 day enrolment regardless of number of days per month to ensure that the parent fee reduction amount is stable month to month.

This means that enrolment is pro-rated by calculating a percentage of the full-time monthly fee amount of \$350.00 per month for Under 36 months and \$100.00 per month for 3 years to Kindergarten. E.g. Under 36 months for 3 days per week (4 hours or less) is 12 days out of a possible 20 days. $12/20 = 60\%$. $60\% \text{ of } \$175 = \105.00

Care Category	Days Per Week	Monthly Parent Fee Reduction Amount	
		4 Hours or less	More than 4 hours
Under 36 months	5 days	\$175	\$350
	4 days	\$140	\$280
	3 days	\$105	\$210
	2 days	\$70	\$140
	1 day	\$35	\$70
3 years to Kindergarten	5 days	\$50	\$100
	4 days	\$40	\$80
	3 days	\$30	\$60
	2 days	\$20	\$40
	1 day	\$10	\$20

- (c) For **inconsistent enrolments** Contractors must reduce each parent fee using the following formulas and the Daily Rates listed in the table below:

Number of Enrolment Days (4 hours or less) X 4 hours or less Daily Rate
= Parent Fee Reduction Amount (to a maximum monthly rate for 4 hours or less)

Number of Enrolment Days (More than 4 hours) X More than 4 hours Daily Rate
= Parent Fee Reduction Amount (to a maximum monthly rate for More than 4 hours)

The combined Parent Fee Reduction Amounts must not exceed the maximum monthly rate in the More than 4 hours category in the table below.

Care Category	Daily Rate	
	4 hours or less	More than 4 hours
Under 36 months	\$8.75 (up to a maximum of \$175 per month)	\$17.50 (up to a maximum of \$350 per month)
3 years to Kindergarten	\$2.50 (up to a maximum of \$50 per month)	\$5.00 (up to a maximum of \$100 per month)

Note that if a child's enrolment is not consistent month to month, then the parent fee reduction amount that Contractors reduce parent fees will change month to month.

From: [MCF Child Care Operating Fund, MCF:EX](#)
Subject: How to calculate stable parent fee reduction amounts
Date: Friday, March 23, 2018 6:20:55 PM
Attachments: [Child Care Fee Reduction Calculator.xlsx](#)

Dear Child Care Provider,

The Ministry is committed to supporting you through the contract renewal process, providing you the information you need to determine parent fee reduction amounts for your families, and ensuring care providers receive [stable monthly payments](#) to pass on to parents.

To support your decision to opt-in to the Child Care Fee Reduction Initiative, please find the **Child Care Fee Reduction Calculator** attached to this email.

The Child Care Fee Reduction Calculator is designed to assist you to calculate the amount you will reduce your full and part-time parent fees, once you are enrolled in the initiative.

For **full-time enrolment**, you must reduce parent fees by:

- Group infant/toddler care (under 36 months) – \$350/month
- Family infant/toddler care (under 36 months) – \$200/month
- Group child care (3 years to Kindergarten) – \$100/month
- Family child care (3 years to Kindergarten) – \$60/month

For **part-time enrolment**, you must reduce parent fees by:

- Using the attached **Child Care Fee Reduction Calculator**; or
- To calculate manually:
 - for a daily rate (for more than 4 hours), divide the full time monthly rate by 20 days
 - for a half day rate (for 4 hours or less), divide the daily rate by 2

When you submit your monthly Enrolment Report, you will receive a combined payment, in addition to your base payment, that includes:

- The Parent Fee Reduction; and
- The Administrative Top-up

If you have questions about the Child Care Fee Reduction Calculator, please call 1-888-338-6622 (option 2). The contact centre will reopen on Monday March 26 at 8:30 am – 4:30 pm.

Thank you,

The Child Care Operating Funding Program

Lapthorne, Carmen MCF:EX

From: MCF Child Care Operating Fund, MCF:EX
Sent: Monday, March 26, 2018 8:01 AM
Subject: Application Deadline Extended for Child Care Fee Reduction Initiative

Dear Child Care Provider,

The deadline to apply to opt in to the child care fee reduction initiative has been extended to **April 20, 2018**.

If approved, providers who apply to opt in before April 20th will receive fee reduction funding for parents based on their April Enrolment Reports. Providers who apply to opt in by the original deadline of March 27th will receive expedited processing and a response from the ministry on or before March 31st.

Beginning on April 1st, providers approved to opt in can submit their Enrolment Reports and will receive the parent fee reduction and administrative top up payments direct deposited within 1-3 business days.

Note: Providers have up to 30 days from the day their Funding Agreement was received to renew for base funding. Providers can also apply to opt in to the initiative at any time during the contract term.

If you have any questions, please call 1-888-338-6622 (option 2).

Thank you,

The Child Care Operating Funding Program

From: [MCF Child Care Operating Fund, MCF:EX](#)
Subject: Printable 2018/19 Program Confirmation Form
Date: Friday, March 23, 2018 5:43:16 PM
Attachments: [Printable Program Confirmation form.pdf](#)

Dear Child Care Provider,

Attached is a **printable version** of the **2018/19 Program Confirmation form** for organizations who have iPads, iPhones or otherwise cannot open the form.

Instructions:

1. Print the form
2. Complete the fields
 - If you require additional sections, such as to add a facility, periods of closure, or to describe more detail, please attach as necessary.
3. Review to ensure an 'x' in the Consent boxes in sections 1, 2 (if applicable) and 3
4. Scan or take pictures of the completed form. Attach the images to an email and send to mcf.ccof@gov.bc.ca

Note: the "Submit by Email" link in the form will not work in this version.

If you do not have a printer or the form is not accessible, please call the program and a staff member can complete the form with you and email you the final version for review and acceptance.

Thank you,

The Child Care Operating Funding Program
1-888-338-6622 (option 2)



The information collected on this form is collected under the authority of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and the *Child Care BC Act* (SBC 2001, c. 4) and will be used for the purpose of administering the Child Care Operating Funding Program. Personal information is protected from unauthorized use and disclosure in accordance with the *Freedom of Information and Protection of Privacy Act*. Any questions or concerns about the collection of this information can be directed to the Director, Child Care Programs and Services Branch, P.O. Box 9965 Stn Prov Govt, Victoria BC V8W 9R4, Phone: in Greater Victoria: 250 385-6501, outside of Greater Victoria, Toll Free: 1 888 338-6622

Section 1 - Base Operating Funding

Reset Form

Organization Legal Name

Funding Agreement #

Organization ID

Name of Authorized Signing Authority

Email Address of Authorized Signing Authority

Do you have any changes to Schedule A? ☐ Yes ☐ No

Has the organization's banking information changed? ☐ Yes ☐ No

The type of funding you are applying for is: ☐ Family ☐ Group

☐ By completing and submitting this form, I hereby confirm that I have carefully read this Form and the corresponding terms and conditions of the Child Care Operating Funding (CCOF) Agreement and that I agree to be bound by such terms and conditions. I acknowledge that providing false or misleading information on this Form to obtain funding under this Program or otherwise failing to comply with the terms and conditions of the CCOF Agreement could result in certain penalties or repayment obligations, or both, under the Child Care BC Act and the CCOF Agreement.

Section 2 - Child Care Fee Reduction Initiative

Would you like to apply to opt-in to the Child Care Fee Reduction Initiative for any facility in your organization? ☐ Yes ☐ No

Complete this section for each facility that you want to apply to enroll in the Child Care Fee Reduction Initiative. After completing this section there will be an option to add a new Facility.

We are collecting information in order to assess your facility's eligibility for this voluntary initiative. If we require further information or documentation, we will contact you.

Facility Name

delete
section

Organization-Facility ID #

Community Care Facility Licence #

Please fill in your child care fees for each type of licensed care the facility provides.

Full Time 0 - 18 Months

2017/18 Parent Fee Schedule

	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018
Parent Fee							

2018/19 Parent Fee Schedule

	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019
Parent Fee												

Full Time 18 - 36 Months

2017/18 Parent Fee Schedule

	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018
Parent Fee							

2018/19 Parent Fee Schedule

	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019
Parent Fee												

Full Time 3 Years to Kindergarten

2017/18 Parent Fee Schedule

	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018
Parent Fee							

2018/19 Parent Fee Schedule

	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019
Parent Fee												

Please provide any additional information you would like us to know about.

Does this facility close for any business days other than statutory holidays?

☐ Yes

☐ No

Start Date (yyyy-mm-dd)

End Date (yyyy-mm-dd)



During this period do you charge full-time fees?

☐ Yes

☐ No

Start Date (yyyy-mm-dd)

End Date (yyyy-mm-dd)



During this period do you charge full-time fees?

☐ Yes

☐ No

Start Date (yyyy-mm-dd)

End Date (yyyy-mm-dd)



During this period do you charge full-time fees?

☐ Yes

☐ No

☐

By checking this box, I hereby confirm that I have carefully read this Section and the corresponding terms and conditions of the Child Care Operating Funding (CCOF) Agreement and that I agree to be bound by such terms and conditions. I acknowledge that providing false or misleading information on this Form to obtain funding under this Program or otherwise failing to comply with the terms and conditions of the CCOF Agreement could result in certain penalties or repayment obligations, or both, under the Child Care BC Act and the CCOF Agreement.

[Add another Facility](#)

Section 3 - Submit by Email

Completed by

Completed Date

☐ I, the licensee, do hereby certify that all the information provided is true and complete to the best of my knowledge and belief.

Submit by Email

Dear:

Re: Facility

Thank you for applying to the Child Care Fee Reduction Initiative as part of the 2018/19 Child Care Operating Funding Program.

We have reviewed your application to determine your eligibility for the Initiative. At this time, we require additional information to supplement your application.

You will be contacted by an Adjudicator to discuss your application in order to finalize the review.

Sincerely,

The Child Care Operating Funding Program

Dear:

Re: Facility

Thank you for applying to the Child Care Fee Reduction Initiative as part of the 2018/19 Child Care Operating Funding Program. We are pleased to inform you that the above Facility has been accepted to participate based on the Parent Fee Schedule and facility closures listed on your Program Confirmation Form.

Please review your 2018/19 Funding Agreement section 4 for your obligations as part of your participation in the Initiative including the conditions in section 4.3 that you must:

- Have children in the Under 36 months or in the 3 years to Kindergarten category who are continuously enrolled at this facility;
- Decrease parent fees for each child enrolled in the Under 36 months and the 3 years to Kindergarten category by an amount equal to the Parent Fee Reduction Payment received for each child in that category; and
- Not increase the parent fees for children enrolled in the Under 36 months and the 3 years to Kindergarten category, subject to approved extraordinary circumstances.

Your next steps:

- **Complete and submit your April 2018 Enrolment Report.** Once processed, your Organization will receive your April Opt-in Payment within 1-3 business days. The Opt-in Payment will consist of the Parent Fee Reduction Payment and Administrative Top-up Payment.
- **Calculate the amount you need to reduce parent fees,** by reviewing the revised Schedule C, which describes how to calculate the amount you need to reduce parent fees. You can also use the Child Care Fee Reduction Calculator.
- **After April, you can submit your Enrolment Report starting on the 20th of the month prior** to ensure you have the Opt-in Payment on or before the beginning of each month. For example: you can submit your May 2018 Enrolment Report, starting on April 20, 2018.
- **You can now share with the families** who have children enrolled in Under 36 months and the 3 years to Kindergarten care in your facility that this facility has been approved to opt-in to the Child Care Fee Reduction Initiative. The Ministry will also post a list of participating facilities on the program webpage.

If you have questions, please visit the program webpage to review the Frequency Asked Questions or contact the program at 1-888-338-6622 (Option 2).

Sincerely,

The Child Care Operating Funding Program