

USER GUIDE

CWELCC Reporting in OCCMS

Child Care Agencies
Receiving CWELLC Funding Only



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SECTION I

OVERVIEW

This user guide is intended for child care agencies in receipt of Canada-Wide Early Learning and Child Care (CWELCC) funding and are new to the Ontario Child Care Management System (OCCMS).

The following information is to support the onboarding of child care agencies onto OCCMS to complete the Record of Attendance.

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

INTRODUCTION

OCCMS is a provincial system and is used throughout Ontario to track attendance for licensed child care agencies. The attendance reported on OCCMS will be stored for 7 years in the system.

For the Region of Peel, OCCMS is currently used to report the attendance of children in receipt of child care subsidy and has been updated to accommodate CWELCC reporting as well.

CWELCC reporting will be an aggregated collection of data and not linked to any individual child.

Reporting must be completed by the 7th business day of the following month (see example below)

Example: To Report OCCMS Attendance for March 2023

Child care agencies will have access to OCCMS Web Record of Attendance starting on April 1, 2023

OCCMS Attendance - vacancies, operating capacity, waitlist, full fee spaces, full fee children must be entered by end of day on April 12th, 2023

TECHNOLOGY REQUIREMENTS

Child care agencies must have a computer which has the following installed:

- Microsoft Internet Explorer 11.0 or higher, Microsoft Edge Chromium, Google Chrome, Mozilla Firefox, or Apple Safari
- Adobe Reader 9.0 or higher.

USER RIGHTS IN OCCMS

The Region will assign access in OCCMS to one individual from your organization with **Head Office Administrator** rights to complete the Record of Attendance.

Each OCCMS user must have their own unique username and password. Do not share log in information.

You will likely be assigned access to OCCMS in one of these three categories:

- 1) Head Office Administrator**, which allows you to:
 - Add new Head Office Administrators, Head Office Users and Site Users
 - Reset Agency's passwords
 - View and print Attendance
 - Complete Attendance
- 2) Head Office User**, which allows you to:
 - View and print Attendance
 - Complete Attendance
- 3) Site User**, which allows you to:
 - View and print Attendance
 - Complete Attendance

It is recommended that each agency have **at least** two Head Office Administrators assigned.

Head Office Administrators should be your first point of contact should you be "locked out" for too many tries with an incorrect password.

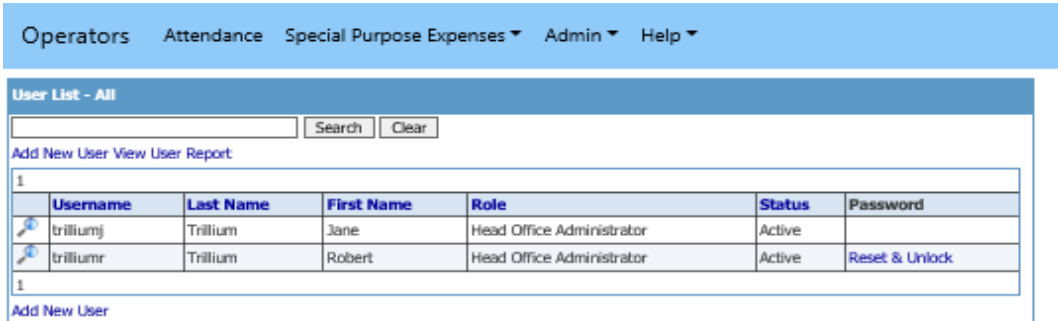
Add/Deactivate a user in OCCMS - <https://peelregion.ca/children/working/service-providers/pdf/OCCMS-add-deactivate-user.pdf>

ASSIGNING RIGHTS

The following explains how the Head Office Administrator can add new users and assign user rights.

- 1) From the Home screen, select **Admin** and then select **Users**.

Tip: Click the blue column title to sort table alphabetically.



Operators Attendance Special Purpose Expenses Admin Help

User List - All

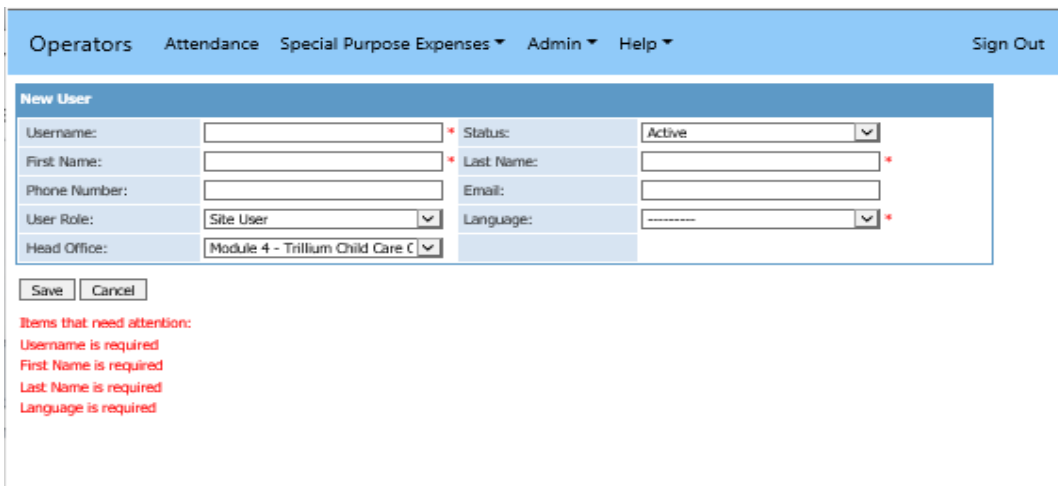
Search Clear

Add New User View User Report

	Username	Last Name	First Name	Role	Status	Password
1	trilliumj	Trillium	Jane	Head Office Administrator	Active	
2	trilliumr	Trillium	Robert	Head Office Administrator	Active	Reset & Unlock

Add New User

- 2) To add a new user, click **Add New User**



Operators Attendance Special Purpose Expenses Admin Help Sign Out

New User

Username: * Status: Active

First Name: * Last Name: *

Phone Number: Email:

User Role: Site User Language: *

Head Office: Module 4 - Trillium Child Care C

Save Cancel

Items that need attention:
Username is required
First Name is required
Last Name is required
Language is required

- 3) Complete each **field** (* fields are mandatory).
 - Usernames must be unique.
 - If you enter a username that is already assigned, you will be prompted to enter a different name.
- 4) Populate the Email field if you will be notifying the new user of their Password by email.

5) Click **Save**.

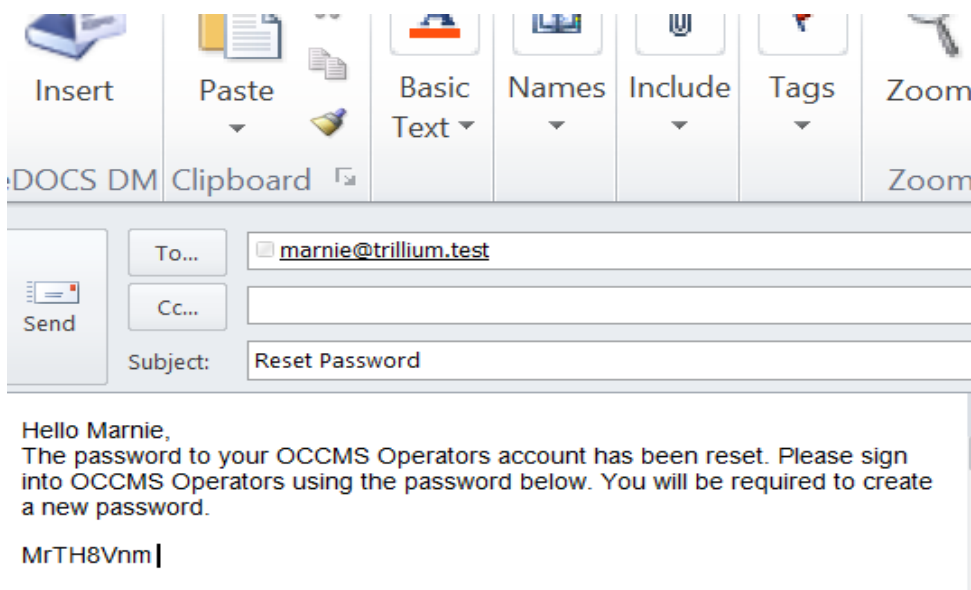


Note:

- A dialog opens indicating a new system-generated, case-sensitive Password.
- Special characters might be used in the Password.

6) Click **Copy** to paste Password into a Word document.

Tip: Click **Send Email** to open an automated email message addressed to the user, using the email program on your computer.



SIGNING INTO OCCMS

The steps outlined below is for Head Office Administrators signing into the system for the first time through the web link that will be provided by the Region.

1) Double-click the **OCCMS web link**.

- **Tip:** For quick access to OCCMS, create a link on your desktop by right-clicking anywhere in the Sign In screen or save the link in your Favourites

folder.

- 2) In **Username field**, enter Username assigned to you.

Operators

Welcome to OCCMS - Operators



Ontario Child Care Management System

Sign In

Username:	<input type="text"/>	*
Password:	<input type="password"/>	*

Change my password. Sign me in automatically.

Items that need attention:
Username is required
Password is required

- 3) In **Password field**, enter the Password assigned to you.
- 4) Click **Sign In**.
- 5) Enter a **New Password** and re-type it in the **Verify Password** field.
 - Passwords are case sensitive.

Operators

Please change your password

New Password:	<input type="password"/>	*
Verify Password:	<input type="password"/>	*

Items that need attention:
New Password is required
Verify Password is required

- 6) Click **Sign In** again. This would bring you to the screen shown in the image below.

Welcome to OCCMS - Operators

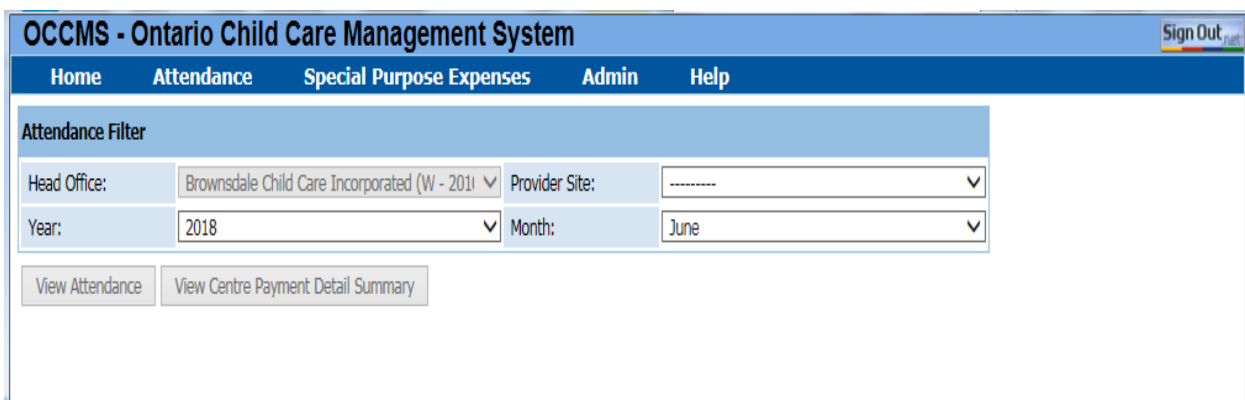


Ontario Child Care Management System

SECTION II

ACCESSING THE RECORD OF ATTENDANCE IN OCCMS

- 1) Sign in to OCCMS.
- 2) From the **Home** screen, select **Attendance**.



The screenshot shows the OCCMS - Ontario Child Care Management System interface. At the top, there is a navigation bar with the following menu items: Home, Attendance, Special Purpose Expenses, Admin, and Help. The 'Attendance' menu item is highlighted. Below the navigation bar, there is an 'Attendance Filter' section. This section contains four dropdown menus: 'Head Office:' (set to 'Brownsdale Child Care Incorporated (W - 201)'), 'Provider Site:' (set to '-----'), 'Year:' (set to '2018'), and 'Month:' (set to 'June'). Below the dropdown menus, there are two buttons: 'View Attendance' and 'View Centre Payment Detail Summary'.

- 3) If you are completing an attendance at a Head Office with multiple sites, select **Provider Site** from the drop-down list.
- 4) Click **View Attendance**.

CWELCC REPORTING REQUIREMENTS

Starting on April 1st child care agencies must submit the following in OCCMS:

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
Full Fee Children	# of FULL FEE children enrolled, receiving the CWELCC fee reduction, per care type.
Full Fee Spaces	# of spaces occupied by a FULL FEE children per care type.

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.

Example: To Report OCCMS Attendance for March 2023

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

Attendance reporting is captured at a Site level for Centres-based agencies with multiple sites and at a Head Office level for Licensed Home Child Care agencies.

VACANCIES, OPERATING CAPACITY AND WAITLIST REPORTING

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 attending part time (Mondays and Tuesdays) and 10 children attending full time, your **vacancy in the preschool room = 4** (full time) and **2** (Wednesdays, Thursdays, and Fridays)

Steps:

- 1) On the attendance table, 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" value="0"/>	<input type="text" value="1"/>	<input type="text" value="3"/>
Toddler	<input type="text" value="1"/>	<input type="text" value="5"/>	<input type="text" value="6"/>
Preschool	<input type="text" value="2"/>	<input type="text" value="4"/>	<input type="text" value="9"/>
Kindergarten	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="1"/>

Comments

- If you have any comments to support the data reported in this section, you can enter it in the **Comments** section.

FULL FEE CHILDREN & FULL FEE SPACES REPORTING

- 1) Scroll further down the Attendance page to locate the **Attendance CWELCC** table (see picture below).

Attendance CWELCC						
CWELCC Care Type	Full Fee Children	Full Fee Spaces	Total Full Fee	Subsidized Children	Total Subsidy	Total
Infant Full Day	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Infant Half Day	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Infant Part Day	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Toddler Full Day	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="\$0.00"/>	<input type="text" value="2"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Toddler Half Day	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Toddler Part Day	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Preschool Full Day	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="7"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Preschool Half Day	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Preschool Part Day	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Kindergarten Full Day	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Kindergarten Half Day / Before and After	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Kindergarten Part Day	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Kindergarten Before	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Kindergarten After	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Family Group Full Day	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Family Group Half Day	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Family Group Part Day	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
						<input type="text" value="\$0.00"/>

- 2) Enter the # of full fee children enrolled at the Site (Centres) or Head Office (Home Care)
- 3) Enter the # of full fee spaces occupied at the at the Site (Centres) or Head Office (Home Care)
 - If required, enter a **Site Comment** in the Comments section.
- 4) You can preview the attendance to ensure you have entered the correct information
- 5) Select **Complete** once finished

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 but is only staffed with 2 teachers. There are 5 full time, full fee children enrolled.** (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. 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 (Tuesday, Wednesday, Thursday) – 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, 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 attending on Monday, Wednesday, and Friday. (See picture below)

Toddler Full Day - Number of full fee children: 7
 Toddler Full Day - Number of full fee spaces: 7
 Toddler Part Day - Number of full fee children: 6
 Toddler Part Day - Number of full fee spaces: 6
 Total Operating Capacity: 15
 Number of available spaces: 2 (full time) and 6 (Tuesdays and Fridays).

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	0	0				
Infant Half Day	0	0				
Infant Part Day	0	0				
Toddler Full Day	7	7				
Toddler Half Day	0	0				
Toddler Part Day	6	6				

3) A toddler room has a licensed capacity of 10, of the 10 full time children 1 is attending part-time 3 days a week (Monday, Wednesday, and Friday). (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)

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	0	0				
Infant Half Day	0	0				
Infant Part Day	0	0				
Toddler Full Day	9	9				
Toddler Half Day	0	0				
Toddler Part Day	1	1				

Preschool Examples:

- 1) A preschool room has a licensed capacity of 24. There are 21 full time, full fee children. 1 child attends on Monday, Tuesday, and Wednesday and 2 children attend on Thursday and Friday. (See picture below).

Preschool Full Day - Number of full fee children: 21

Preschool Full Day - Number of full fee spaces: 21

Preschool Part Day - Number of full fee children: 3

Preschool Part Day - Number of full fee spaces: 2 (there are 2 children using 1 space)

Total Operating Capacity: 24

Number of available spaces: 1 (full time) and 1 (Monday, Tuesday, and Wednesday)

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	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	21	21	\$0.00		\$0.00	\$0.00
Preschool Half Day	0	0	\$0.00	0	\$0.00	\$0.00
Preschool Part Day	3	2	\$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		\$0.00	\$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

2) A preschool room has a licensed capacity of 24. There are 13 full time, full fee children. Of the 13 full fee children, 1 child attends three days per week (Monday, Wednesday, and Friday) and 1 child attends two days per week (Tuesday, Thursday). 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
 Total Operating Capacity: 16 (due to staffing complement)
 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	\$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	11	11	\$0.00		\$0.00	\$0.00
Preschool Half Day	0	0	\$0.00	0	\$0.00	\$0.00
Preschool Part Day	2	1	\$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		\$0.00	\$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

Kindergarten Age Reporting

- 1) A kindergarten program has 8 children. 2 of those children attend Monday, Tuesday and Friday. (See picture below).

Kindergarten Full Day - Number of full fee children: 6
 Kindergarten Full Day - Number of full fee spaces: 6
 Kindergarten Part Day - Number of full fee children: 2
 Kindergarten Part Day - Number of full fee spaces: 2
 Number of available spaces: 2 (Thursday and Fridays)

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	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	6	6	\$0.00	0	\$0.00	\$0.00
Kindergarten Half Day / Before and After	0	0	\$0.00		\$0.00	\$0.00
Kindergarten Part Day	2	2	\$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 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

Based on information reported on CWELCC Attendance:

Total Operating Capacity: 13 for the kindergarten age group not accounting for the 4 school age children Number of available spaces: 0

Comments	
4 children are attending the school age program	

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