

TIPS AND REMINDERS SUBSIDY PAYMENTS FOR HOLIDAYS

Your child care facility may receive subsidy payment for the following holidays:

- Louis Riel Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Remembrance Day*
- Christmas Day
- New Years Day

If you choose to observe any of the above days as holidays, subsidies may be paid on behalf of eligible families. Subsidies will only be paid for these holidays if your facility is closed on the actual date noted. If your facility wishes to remain open on any of these days, you must ensure compliance with Employment Standards.

* In order to receive subsidy for Remembrance Day, the day must be observed on November 11th. If Remembrance Day falls on a Saturday or Sunday, an alternate closure day will be designated.

You may choose to close on alternate days only for the three (or four) holidays noted below.

Easter Monday	March 28, 2016
Civic Holiday	August 1, 2016
Boxing Day	December 26, 2016
Remembrance Day**	Can only be taken on an alternate if it falls on a weekend

If your facility chooses to observe these days as holidays, subsidies will be paid on behalf of eligible families. The days identified, or alternate days in lieu of them, may be observed, but must be taken within the same reporting period. **If you want to request an alternative day within a different reporting period, you must request this in writing prior to the occurrence of the actual holiday.** Requests are made to the supervisor of the Childcare Subsidy Program by letter or email.

- When selecting the actual alternate closure day(s) in lieu of observed holiday(s), the day(s) should be determined by your facility in consultation with parents and, if applicable, board members and staff. You must give parents sufficient notice to enable them to make alternate arrangements when your facility chooses to close.
- Subsidy payments for approved holidays will be made only if your facility:
 - 1) charges all families (including those who are not subsidized) for the holiday;
 - 2) includes the holiday(s) in the total number of days attended for the children who are scheduled to attend that day(s) and
 - 3) is open on the working day before or after the holiday or both.
- If your facility chooses not to charge fees for any approved holiday(s) observed by your facility, the days must be included on your Facility Child Attendance Report as "days closed this period". You must also indicate your facility's decision not to charge for these days in the "Explanation/Comments" section of the report