



 MANITOBA CHILD CARE ASSOCIATION

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# EXECUTIVE DIRECTORS GUIDE

MANITOBA CHILD CARE ASSOCIATION  
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[www.mccahouse.org](http://www.mccahouse.org)

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# Welcome Page

*Thank you for your membership with the Manitoba Child Care Association!*

## *About the Manitoba Child Care Association (MCCA)*

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MCCA is a non-profit, membership funded organization incorporated in 1974. Our mission is to advocate for a quality system of child care, to advance early childhood education as a profession, and to provide services to our members.

Our vision is to promote and support an exceptional early learning and child care system by fueling our members to be proud and excited to belong to a progressive, respected profession.

MCCA is proud to be the voice of child care in Manitoba, the largest provincial child care association in Canada, and an affiliate member of the Canadian Child Care Federation. Our members join MCCA to become better informed about issues, to gain access to services such as our insurance programs, for great networking and professional development opportunities.

Highlights of member benefits include:

- Group Benefits Plan for Early Childhood Educators, Child Care Assistants and Licensed Family Child Care Providers
- Liability Insurance for Licensed Child Care Centres and Family Child Care Homes
- Simplified Purchase Pension Plan for eligible MCCA members
- Workshops, Conferences & Seminars
- Advocacy
- Child Care Bridges magazine, quarterly publication of the MCCA
- Joint membership with the Canadian Child Care Federation
- Interaction magazine, publication of the Canadian Child Care Federation
- Peer to Peer connections
- Resource Library
- Volunteer opportunities
- Awards

*Serving 3800 Members across Manitoba and Canada!*

## 1. Why should we belong to MCCA?

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An MCCA membership is a worthwhile investment! We provide liability and group benefit insurance programs for licensed child care facilities, as well as resources to assist in the operation of individual facilities. All MCCA individual members receive 4 issues of our *Child Care Bridges* magazine, reduced rates for professional development workshops and conferences, easy access to our resource library and curriculum kits, and opportunities to lead, network, make connections with others involved in early learning and child care. In addition, MCCA membership also includes membership with the Canadian Child Care Federation, thus providing the additional benefit of 2 issues of *Interaction* magazine annually.

MCCA is the voice of early learning and care in Manitoba. We are the link between child care service providers and senior government and elected officials at all levels, stakeholders, and the general public. We actively work to shape legislation, regulations, funding, communicate needs and concerns, and promote the need for a province wide system of accessible, affordable early learning and care programs.

MCCA is entirely membership funded and relies on individuals employed in licensed child care facilities and stakeholders to join and support our work to promote child care as a service and as a profession.

## 2. When can my employees join the Manitoba Child Care Association?

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Your employees can join MCCA as soon as they begin work in your centre. Give your new employee an MCCA membership brochure, which provides an overview of our programs, services, and benefits. Next, give your new employee a MCCA Individual Membership Form to complete. Extra copies of the Individual Membership Forms are available on our website at [www.mccahouse.org](http://www.mccahouse.org).

Most centres return the Individual Membership Form to MCCA on behalf of their employees. You can send in the Membership Form along with payment, or if payment will be made by payroll remittance you can include it with your next payroll remittance payment to MCCA.

Please return the Membership Form and first payment promptly as membership benefits begin when we receive payment. Your employee will then receive a new member package from MCCA which will be mailed to the address indicated on the application form.

If you require an MCCA membership number for your employee to enrol in the group benefits plan, you can phone us and we will assign a number, but we will not activate their membership until the first membership payment is received.

Some progressive centres pay all or a portion of their employees MCCA membership dues as an employee benefit. It's a great way to support the work of MCCA, helps your employees provide better quality child care, and is another benefit you can advertise to attract and retain staff!

### 3. How do I remit membership dues to MCCA?

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Beginning January 2011, MCCA has simplified your monthly remittance of membership dues where by MCCA will generate a monthly remittance "INVOICE" electronically and email it to the contact address on file. You will have two options in which to submit your payment:

#### **Option 1**

Print the electronic invoice and submit payment. Changes to membership information can be submitting to MCCA by:

- a) Completing a Change of Member Information form for name changes, addresses etc.
- b) New employee's must complete an Individual Membership application form
- c) Terminated employees can be stroked out directly on the invoice

#### **Option 2**

Submit a monthly remittance form with a copy of the electronic invoice attached to the remittance form. Changes to membership information be submitted to MCCA by:

- a) Completing a Change of Member Information form for name changes, addresses etc.
- b) New employee's must complete an Individual Membership application form
- c) Terminated employees can be stroked out directly on the invoice

***Please note: MCCA will no longer be offering quarterly remittance option to our centre members as we have converted to the monthly electronic invoice.***

If you have questions about membership remittance contact Monique Sutherland on her direct line at (204) 336-5064 or [msutherland@mccahouse.org](mailto:msutherland@mccahouse.org).

### 4. When do I begin deducting membership dues for new employees on membership remittance?

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If your new employee chooses payroll remittance, make the first deduction on their first pay cheque.

### 5. Our centre is not on membership remittance. Can our employes pay on EFT? (Electronic Funds Transfer)

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Yes. MCCA offers an electronic funds transfer payment. Your employee needs to complete the Electronic Funds Transfer form (found on the Join the MCCA link on our website) and mail it to MCCA or fax it 204-589-5613. Payments are withdrawn directly from their personal bank account on the 10th of every month. Deductions are based on the monthly remittance schedule on page 5.

### 6. Who do I call with questions?

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**Dianne Jones-Pearson**  
*Records and Registration Assistant*  
204-336-5065  
[djonespearson@mccahouse.org](mailto:djonespearson@mccahouse.org)

- Membership remittance
- Change of member information
- Online conference/workshop registration questions
- Website password inquiries/Job board

**Monique Sutherland**  
*Finance and Accounting Manager*  
204-336-5064  
[msutherland@mccahouse.org](mailto:msutherland@mccahouse.org)

- Accounts Payables/Receivables
- Family Child Care Provider Liability Insurance & Group Benefits Inquires
- Overdue Accounts

## 6. Who do I call with questions? (continued)

**Karen Gander**  
*Professional Development Manager*  
 204-336-5062  
 karengander@mccahouse.org

- Workshop/Conference/Retreats general inquiries
- Facilitator recommendations for professional development
- Child Care *Bridges* general inquiries (ie; Ads, Bravo etc)
- Certificate reprints; Ethics & workshops.

**Teresa Capizzi**  
*Professional Development Administrator*  
 204-336-5061  
 tcapizzi@mccahouse.org

- Conference Trade Show inquiries
- Facilitator contract questions
- General workshop questions

**Lisa Maloney**  
*Administrative Assistant*  
 204-586-8587 ext. 221  
 lmaloney@mccahouse.org

- Resource Library or Curriculum Kit requests
- Orders for Resources or Promotional Items
- MCCA website inquiries
- General MCCA inquiries

**Pat Wege**  
*Executive Director*  
 204- 336-5060  
 patwege@mccahouse.org

- General questions about MCCA, administration, policies, positions
- Early Learning & Child Care as a service and as a profession
- Media/News release inquiries

## 7. How much are membership dues?

There are four membership categories for individuals working in a child care centre:

	<b>Annual Dues</b> Due January 1st of every year	<b>Monthly Dues</b> Due the end of each Month
<b>Professional Member</b> Any person classified as an ECE II or III working 25 hours or more per week	\$208.00	\$17.34
<b>Part Time Professional</b> Any person classified as an ECE II or III working less than 25 hours per week	\$124.00	\$10.34
<b>Child Care Assistant</b> Any person not eligible for classification at the ECE II or III level working 25 hours or more per week	\$112.00	\$9.34
<b>Part Time Child Care Assistant</b> Any person not eligible for classification at the ECE II or III level working less than 25 hours per week	\$76.00	\$6.34

## How much are membership dues? (continued)

How much do I deduct off each pay cheque?

	<i>* Biweekly (26 pay periods)</i>	<i>Semi-Monthly (24 pay periods)</i>	<i>Monthly (12 pay periods)</i>
<b>Professional Member</b>	\$8.67	\$8.67	\$17.34
<b>Part Time Professional</b>	\$5.17	\$5.17	\$10.34
<b>Child Care Assistant</b>	\$4.67	\$4.67	\$9.34
<b>Part Time Child Care Assistant</b>	\$3.17	\$3.17	\$6.34

Deduct half the monthly dues off each pay cheque. \* If you pay your staff biweekly, there are 2 months in each year with 3 pay periods. Do not make an MCCA deduction off that 3rd pay cheque in the month.

Employees who begin work between the 1st and 15th of the month must pay for the whole month.

Employees who begin work after the 15th of the month pay half the monthly dues for their first month.

Employees who terminate employment between the 1st and 15th of a month, pay for half the month.

Employees who terminate after the 15th of the month pay for the whole month.

## 8. When should I send MCCA the membership dues I have deducted from my employees?

<b>Monthly</b>	<b>Due Date</b>
January	February 10
February	March 10
March	April 10
April	May 10
May	June 10
June	July 10
July	August 10
August	September 10
September	October 10
October	November 10
November	December 10
December	January 10

## 9. What happens if I remit late?

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- A. Members on payroll remittance which are not renewed 30 days after the due date will be provided at least one reminder notice prior to being deactivated from our database. After 30 days your employees will be deactivated. The centre will be charged a \$20.00 reactivation fee for each employee reinstated.
- B. As the employer, your employees are counting on you to remit their dues promptly, in the same way you remit to Revenue Canada or for group benefits. Late payments can affect their membership receipts and suspend their benefits. Your employees will not receive their Child Care *Bridges* and their Interaction magazines, and will not be able to register for MCCA's conference and/or register for their professional development workshops at the member rate.

## 10. When should I give an employee the Change of Member Information Form?

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- A. When contact information for your employee changes, such as name or mailing address it is due within one week of information changing, to ensure the member continues to receive all the mailings they have paid for.
- B. When an employee terminates employment at your centre, return the form to us within the first week after you issue the employee's last paycheque, so we can terminate or transfer their membership.
- C. When an employee's membership category is changing; the most common examples are when a Child Care Assistant becomes an ECE, a student becomes an ECE, or when an employee changes work hours from part-time to full-time or vice versa.

***A Change of Member Information Form can be found on page 11, at the back of this guide.***

## 11. **MCCA's GROUP BENEFITS PLAN - HEALTHSOURCE PLUS**

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### **Is it mandatory for my new employees to join the MCCA Group Benefits Plan?**

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All employees on the MCCA Group Benefits Plan with HealthSource Plus must be members of the Manitoba Child Care Association. Your contract stipulates that *"All future employees must be enrolled in the plan following the 3 months or 6 months waiting period"*.

### **Can my part time employees enrol in the MCCA Group Benefits Plan?**

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Yes, a part time employees must meet the minimum requirements of 20 hours per week to be enrolled in the MCCA Group Benefits Plan.

### **My employee is covered under their spouse's benefit plan. Does my employee have to join the MCCA Group Benefits Plan?**

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Yes. Your employee can opt out of health and dental benefits, but must be insured for life, short term and long term disability on the MCCA Group Benefits Plan.

### **When is my employee entitled to Group Benefits?**

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The centre's signed contract will stipulate whether your employee has a three month waiting period or a six month waiting period; however, an employer can choose to waive the waiting period upon their board's discretion.

### **Where do I find enrolment forms and plan coverage information?**

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Every centre that offers MCCA's Group Benefits Plan for their employees has a Group Benefits Administration Guide. If your Group Benefits Administration Guide has been misplaced or you require additional application forms, claim forms and booklets, please contact Moracene Graham, Senior Account Executive, Health Source Plus at 940-3916 or [mgraham@healthsourceplus.com](mailto:mgraham@healthsourceplus.com).

### **I am a new Director and don't know what is required of me as the group benefits administrator for my child care centre. Who do I contact for more information?**

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Please contact Moracene Graham, Senior Account Executive, Health Source Plus at 940-3916 or [mgraham@healthsourceplus.com](mailto:mgraham@healthsourceplus.com).

### **We're a new centre or a centre not currently participating in MCCA Group Benefits Plan. Where do we get more information?**

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Call Rob Carducci, Senior Benefits Consultant, Health Source Plus, at 1-416-445-0000 ext 229 or email [rcarducci@healthsourceplus.com](mailto:rcarducci@healthsourceplus.com).

## MCCA's Simplified Money Purchase Pension Plan -

### 12. HealthSource Plus

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#### 1) *Who can participate?*

Child care centres that are MCCA members may participate in the HealthSource Plus Group RRSP Plan or Simplified Money Purchase Plan, providing they meet the plan eligibility criteria.

Child care centre employees that participate in the HealthSource Plus Group RRSP plan or the Simplified Money Purchase Pension Plan:

- must be a professional, child care assistant, or student member in good standing of the MCCA
- casual employees who work with no guaranteed hours per week, or seasonal employees that work a portion of a year (for example, the summer) may participate in the centre's SMPPP without having a personal MCCA membership. Casual and seasonal employees are not considered MCCA members, and receive no benefits.

#### 2) *Where to learn more about the Registered Pension Plans and Retirement Supports for Manitoba's Early Learning and Child Care Workforce:*

Information is available from the Manitoba Child Care Program:

<http://www.gov.mb.ca/fs/childcare/pension.html>

#### 3) *Where to learn more about the MCCA's Simplified Money Purchase Pension Plan?*

Contact:

Eric Baron, Industrial Alliance  
1-888-532-1505  
[eric.baron@inalco.com](mailto:eric.baron@inalco.com)

## 13. Centre Member guide to MCCA's Website - [www.mccahouse.org](http://www.mccahouse.org)

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### ***Here's a sample what of what is available if you visit our website:***

- Read our most recent annual report, learn about the benefits of being an MCCA member or learn about our history.
- Check out new library resources and learn about recent advocacy activities.
- Become a new member, renew your existing membership, or download a variety of forms, including membership remittance and Change of Member Information.
- Find information on our workshops, our conference, special events, accreditation, and wage and benefit information and helpful links to other organizations.
- You can register for workshops or conference, or download order forms for resources.
- Learn more about MCCA's group benefits plan with HealthSource Plus.
- If you have items to sell or need items for your child care centre, you can use the Marketplace link on the MCCA intranet homepage.

### ***Place a job advertisement on our job board!***

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***Please note your centre must be a current MCCA member to take advantage of this benefit.***

Follow the instructions below to place a job ad.

1. Before you begin, create the job listing in a word document before adding it to the website. Make sure it is edited for spelling and grammatical errors; ask a co-worker to proof read the document before proceeding!
2. Go to [www.mccahouse.org](http://www.mccahouse.org).
3. On the purple bar at the top of the home screen, click on "Centre Login".
4. Type in the password. ***\*The password is mailed out to all centres when their annual renewal has been received. If you are a new centre, it arrived with your new centre package. Call MCCA if you cannot find the password.***
5. Click on the "Add New Job Board Listing" on the right hand side of the screen.
6. Fill in all the fields on the page. MCCA advises that the posting is best added by copying and pasting from the original word document. This way there are no typing or spelling errors. Once the job has been submitted, there can be no edits made to the posting. If you do find errors, contact Lisa Maloney, 204-586-8587 ext. 221 to have the posting removed, or email [lmaloney@mccahouse.org](mailto:lmaloney@mccahouse.org).





# Manitoba Child Care Association

## CHANGE OF MEMBER INFORMATION



Please return this form to MCCA as soon as a change occurs. Use one form for each member.  
Photocopy this form for future use or download a copy from our website. [www.mccahouse.org/join\\_mcca.htm](http://www.mccahouse.org/join_mcca.htm)

### MEMBER INFORMATION

Member Name: \_\_\_\_\_ MCCA#: \_\_\_\_\_  
Centre Name: \_\_\_\_\_ MCCA Centre#: \_\_\_\_\_

### INFORMATION CHANGE

Change of Name/Home Address/Phone: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Change of Membership Category: \_\_\_\_\_ Effective Date: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Transfer my membership to:

\_\_\_\_\_ Effective \_\_\_\_\_  
(centre)

Region:  Central  Eastman  Interlake  Norman  
 Parklands  South Central  Thompson  Westman  
 Winnipeg

Cancel my membership\* \_\_\_\_\_ Effective Date: \_\_\_\_\_

**\*Note: While on maternity leave or short term disability, you must maintain MCCA Individual membership if you continue on our Health Source Plus Benefits Plan.** If you do not continue on this plan, you may transfer to the Associate category.

**WAIVER:** I understand that cancellation of my MCCA Individual membership automatically disqualifies me from participating in the Health Source Plus Group Benefits plan if applicable.

SIGNATURE OF MEMBER: \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNATURE OF CENTRE DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_



**Manitoba Child Care Association**  
2nd Floor, 2350 McPhillips Street, Winnipeg, MB R2V 4J6  
Phone: 586-8587 Fax: 589-5613 Toll Free: 1-888-323-4676  
Email: [info@mccahouse.org](mailto:info@mccahouse.org)  
Visit us online at [www.mccahouse.org](http://www.mccahouse.org) to view MCCA's Privacy Policy Statement on protection of members personal information.

#### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

Entered Changes: \_\_\_\_\_

