



Manitoba Child Care Association

# EXECUTIVE DIRECTORS GUIDE

# 2018

**Manitoba Child Care Association**

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

MCCA is a non-profit, membership funded organization incorporated in 1974. We are the voluntary professional association for the child care workforce in Manitoba, and an affiliate of the Canadian Child Care Federation.

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 the largest provincial child care association in Canada and the voice of early learning and child care in Manitoba.

## **What are the benefits of an MCCA membership?**

An MCCA membership can help you and your employees succeed. It is an investment in your credibility as a professional, your personal career development, and that of your employees. An MCCA membership provides an opportunity to participate in events that allow members to learn, connect with peers, share ideas, and find information. We believe that ongoing learning and engagement is essential in order for our members to keep up with new ideas and best practices in order to be successful.

The synergy of a collection of people is far stronger than just one person or one organization. If you share an interest in early learning and child care as a profession and as an important public service, then it is far better to join MCCA and take advantage of all the resources and supports available to our members.

All MCCA members also receive a joint membership with the Canadian Child Care Federation (CCCCF), the national organization working to improve the quality of child care for Canadian families. You can be proud that an MCCA membership not only helps individuals, but also helps strengthen the child care system in Manitoba and across Canada.

Highlights of membership benefits include:

- HealthSource Plus Group benefits plan for Early Childhood Educators and Child Care Assistants
- Liability and Directors & Officers insurance for licensed child care facilities from Morris Insurance
- RRSP and Simplified Money Purchase Pension Plan for eligible MCCA members from Industrial Alliance
- Workshops and Conferences
- Professional development customized to your needs and brought right to your centre
- Child Care Bridges magazine, our quarterly publication, mailed to all members
- Joint membership with the Canadian Child Care Federation
- Resource library
- Reduced rates for resources such as our Human Resource Management Guide for Early Learning and Child Care Centres
- Awards
- Advocacy
- Volunteer opportunities and peer to peer connections
- Belonging to a respected, professional organization

## When can a child care centre join the Manitoba Child Care Association?

A child care centre can join MCCA when space has been purchased or leased and/or when equipment for the child care centre has been acquired. The centre must provide confirmation from the Child Care Coordinator that licensing is in progress. After the MCCA centre membership has been paid for, the board of directors may apply for basic insurance for its contents and the building. Once licensing is complete, the centre is eligible for MCCA's liability and Directors & Officers liability insurance plan and to enroll in our group benefits plan for employees that are personal MCCA members.

The MCCA child care centre membership is owned by the board of directors and is not transferable to employees.

## When can centre employees join the Manitoba Child Care Association?

Child care centre employees can join MCCA as soon as they begin employment. MCCA provides the centre with MCCA membership information brochures to give to employees. Information about membership benefits and rates is also available on our website [www.mccahouse.org](http://www.mccahouse.org). After MCCA receives a new membership application, we send an information package and a membership card, usually within 2-3 weeks, directly to the new member. Employees must have a personal MCCA membership to receive reduced rates for professional development events and to enroll in the HealthSource Plus group benefits plan.

## How to join MCCA?

**Option 1:** Go to [www.mccahouse.org](http://www.mccahouse.org), click on "Join Today" at the bottom of the home page, and complete the paperless membership application online. Pay with a credit card or mail a cheque.

**Option 2:** Complete a paper copy of the Facility Membership Form or an Individual Membership Form which are available on the MCCA website under "Forms" <https://mccahouse.site-ym.com/> and mail or fax it to MCCA.

Members who join online are automatically activated. Member applications sent by mail take 2 – 3 weeks from the time of the receipt of the payment to be activated. Membership benefits begin when the membership application is processed and payment is received. Membership benefits end when MCCA receives written notice of termination.

## How much does an MCCA membership cost?

	<u>Annual</u> (Jan – Dec)	<u>Monthly</u>
<u>Licensed Child Care Centre</u>		
Full time: operating 25 hours or more per week	\$210.00	N/A
Part time: operating less than 25 hours per week	\$122.50	N/A
*A separate membership must be purchased for each location of a multi-site incorporation.		
<u>Professional (ECE)</u>		
Full time: a person classified as an ECE II or III working 25 hours or more per week.	\$208.00	\$17.34
Part time: a person classified as an ECE II or III working less than 25 hours per week	\$124.00	\$10.34
<u>Child Care Assistant (CCA)</u>		
Full time: a person classified as a Child Care Assistant working 25 hours or more per week	\$112.00	\$ 9.34
Part time: a person classified as a Child Care Assistant working less than 25 hours per week	\$ 76.00	\$ 6.34

## How to remit membership dues to MCCA?

### A. Annual payment in full:

Option 1: When you join MCCA online, you can pay the full amount online with a credit card or e-cheque, or print the application and mail it to MCCA with a cheque. You can pro-rate your payment for the number of months left in the year. For example, if joining in July submit ½ of the annual premium.

Option 2: Return the paper Facility Membership Form or Individual Membership Form with full payment for the membership year January – December, or pro-rate the payment to the number of months left in the year.

Our membership year is January – December. You will receive a renewal invoice at year end.

### B. Individual membership payments by payroll deduction:

To encourage and support the benefits of an MCCA membership, most child care centres deduct membership dues from their employees' paycheque, based on the number of pay periods in a year.

Payroll deduction per pay period			
	<u>26 pay periods</u>	<u>24 pay periods</u>	<u>12 pay periods</u>
Full Time Professional (ECE)	\$8.67	\$8.67	\$17.34
Part Time Professional (ECE)	5.17	5.17	10.34
Full Time Child Care Assistant (CCA)	4.67	4.67	9.34
Part Time Child Care Assistant (CCA)	3.17	3.17	6.34

If employees are paid bi-weekly there are 2 months in the year with 3 pay periods. Do not make an MCCA deduction on the 3<sup>rd</sup> pay day of those months.

For new employees, make the first deduction for MCCA membership dues on the first pay cheque after the membership application was submitted; make the last deduction on the last pay cheque for a terminating employee.

Option 1: You can login to the child care centre account at <https://mccahouse.site-ym.com/> and pay for your employees online. The names of your employees that are MCCA members and the amount owing for each person is automatically populated based on the most current information in our database. Dues can be paid by Visa, Mastercard, Enhanced Visa Debit, or e-cheque, or the online remittance form can be printed, and paid by cheque and sent to MCCA.

Option 2: To remit employee dues, you can complete the paper Monthly Membership Remittance Form that is available under "Forms" on our website <https://mccahouse.site-ym.com/>. Write each employees name, their MCCA membership number, the amount of payment on the form, then total and remit by cheque.

(NOTE: MCCA is going paper free in 2018 so please use the online membership management option)

## When to remit membership dues to MCCA

The membership dues deducted by payroll remittance must be received at MCCA by the 10<sup>th</sup> day of the month following the deduction. For example, dues deducted in January must be received at MCCA by February 10.

Membership dues not received by MCCA on a timely basis will result in suspension until the account has been brought up to date.

Annual receipts for membership dues will reflect the actual payments for the membership year January – December that were received by MCCA by January 10 of the New Year.

Individual memberships paid by payroll remittance are considered continuous until cancelled.

\* MCCA memberships can be self- managed online. A first time user should go to the Member Log-in at [www.mccahouse.org](http://www.mccahouse.org) and:

Enter the generic user name: mcca (lower case) followed by the number on the MCCA membership card

Enter this generic password the first time: MCCA451093! (MCCA in upper case)

After the first log-in, please enter a new password of your choosing. Please review the information and make any corrections required. We ask for your email so we can send you information. If you do not want to receive email from MCCA add [noemail@mccahouse.org](mailto:noemail@mccahouse.org)

## **MCCA Membership Payments by Electronic Funds Transfer (EFT)**

If the child care centre does not offer payroll remittance for MCCA membership, employees can opt to make monthly payments by electronic funds transfer. They can submit the Individual Membership Form, along with an electronic funds transfer form and a personal cheque marked “VOID”. The forms are available on our website <https://mccahouse.site-ym.com/> in the drop down box titled “Forms”.

Membership payments by EFT are withdrawn from the members’ bank account on the 10<sup>th</sup> of each month and are considered continuous until cancelled in writing by the member.

## **Submitting a Change of Information to MCCA**

Employee terminations and changes to employee information can be made online from the member area of our website by either the centre administrator or the employee. When made online, changes are quick and effective immediately.

Changes can also be reported by completing and submitting a Change of Member Information Form. It is available on our website <https://mccahouse.site-ym.com> under “Forms”. Allow 10 – 14 days for changes submitted by mail or fax to be processed at MCCA.

## **MCCA Insurance Programs**

MCCA has offered a variety of insurance programs to our members since 1979. We recognize the extraordinary challenge that individual child care facilities have trying to figure out the ins and outs of insurance without having any expertise in the insurance industry. This leaves centres vulnerable to making the wrong choice if they don’t know what questions to ask or how the insurance industry works.

It makes sense for MCCA to provide common services, like insurance, that child care programs need. Our insurance programs are overseen by our Child Care Benefits Committee, who report to the MCCA board of directors. Committee members work in the child care sector, and are well able to represent the interests and evolving needs of the child care community. They oversee the plan design, selection, management, renewal negotiations, evaluation, and review. Child care centres can enroll in the MCCA endorsed insurance programs confident that they have been chosen after a careful process that ensures the

right coverage at the best price. We expect the insurance agents we work with to negotiate reasonable rates, to support our members with advice, information, and adjudicating claims. A large group like ours has substantial bargaining power and is able to negotiate far better rates than individual facilities on their own.

We offer licensed full and part time centres that are MCCA members:

### 1. General Liability Insurance

MCCA's general liability insurance plan provides coverage for bodily injury and property damage to a third party for which the centre is legally liable. Associated legal costs are also covered. Our plan provides \$3 million comprehensive general liability coverage.

Contents coverage is also available. The basic limit is \$100,000.00 and can be increased for an additional premium.

The MCCA endorsed liability insurance plan is with Morris Insurance. For more information contact Dave Morris or Brian Kelly at 204-885-7582

### 2. Directors & Officers Liability Insurance (D&O)

Board members are always required to act in the best interest of the corporation. They have duties of honesty, loyalty, care, diligence, and skill. Child care boards are made up of parents of children who attend the facility. Board members may bring a lot of enthusiasm, but may not have a lot of skill or knowledge about the issues they are expected to make decisions about. They can be personally sued for wrongful acts. General liability insurance does not cover wrongful acts. The D&O insurance provides a legal defence and possible compensatory awards to a claimant if a suit for a wrongful act is filed against board members, the centre, or employees.

The Licensing Manual for Early Learning and Child Care Centres recommends board of director's liability insurance be obtained.

The MCCA endorsed Directors & Officers liability insurance plan is with Morris Insurance. For more information contact: Dave Morris or Brian Kelly at 204-885-7582

### 3. Group Benefits Insurance

The plan offers coverage for individual employees that are MCCA members and employed more than 20 hours per week. Family coverage is also available. Coverage can include life, accidental death & dismemberment; optional life; short term disability, long term disability, health care including out of country and trip cancellation, vision care, dental care, and an employee assistance program.

Centres can choose from 3 different plan design options and can have a 3 or 6 month waiting period for new employees to enroll.

It also includes access to a retiree group benefits plan for members that have been enrolled in the group benefits plan with HealthSource Plus for two consecutive years and are leaving the child care workforce due to retirement.

Centres that enroll receive a Group Benefits Administration Guide with coverage information, enrollment and change of information instructions, claim forms, plan member booklets, pay direct cards etc. Much of the plan management such as enrolling new members, making changes, submitting claims can be done online.

Premiums are cost shared between the employee and the employer. Options include 50/50 traditional cost share, however the employee must cover the total short and long term disability premium or the employee pays 100% of the benefits that have tax implications and the employer pays the rest.

The MCCA endorsed plan is with HealthSource Plus. For more information or to obtain a group enrolment kit, contact:

HealthSource Plus  
1403 Kenaston Blvd  
Winnipeg, MB R3P 2T5  
204-940-3926  
Lorna Struch: [lornastruch@healthsourceplus.com](mailto:lornastruch@healthsourceplus.com)

#### 4. Simplified Money Purchase Pension Plan (SMPPP)

The Government of Manitoba introduced Registered Pension Plan and Retirement Supports for Manitoba's Early Learning and Child Care Workforce in 2010. Supports include a matching contribution to a registered pension plan for full and part time staff in licensed, non-profit centres and nursery schools. Centres can choose from one of four financial institutions in Manitoba offering SMPPP's.

MCCA has selected Industrial Alliance as the best option for our members. We have established a Retirement Plan Advisory Committee that meets at least annually to provide input into plan design and ensure there is a monitor on investments, and regular communication with plan members. People Corp. is our plan advisor, and ensures we are in compliance with the fiduciary obligations of our SMPPP.

The MCCA endorsed SMPPP is with Industrial Alliance. For more information contact:

Steven Khanna, Customer Relations Manager, Industrial Alliance  
1-888-532-1505 ext 236  
[Steven.Khanna@ia.ca](mailto:Steven.Khanna@ia.ca)

## **Social Media**

Please visit our website [www.mccahouse.org](http://www.mccahouse.org) often for information on membership benefits and services, professional development opportunities, special events and the latest news. Renew memberships, add new members, change member information, and process payments for employees on payroll remittance.

Other information includes:

- resources available to purchase or to borrow from our library
- information about current activities and news about child care
- news or events at regional branches
- general information about child care in Manitoba
- MCCA's history and Annual Reports

You can also follow us on Facebook and on Twitter @MCCAHOUSE

## **How to Post an Employment Opportunity on MCCAs website**

Along with your child care centre membership, you will get a password to use to post an employment opportunity at your centre on the MCCA website. This can save you hundreds of dollars a year in advertising costs.

To access the MCCA job board, you need three sets of credentials to log in to post a job:

1. \*Your centre user name for the YM membership log in
2. \*Your centre password for the YM membership log in
3. The job board password for the current year: is mailed to centre members in January.

\*If don't have a user name or password or have forgotten it, please contact Dianne at [djonespearson@mccahouse.org](mailto:djonespearson@mccahouse.org).

(You do not have to re-register your centre/facility if you are an existing centre member of MCCA.)

## **MCCA Resources**

MCCA has worked with other professionals to develop resource that most licensed facilities need:

- Human Resource Management Guide for Early Learning and Child Care Programs, 2014 (HRMG)
- Market Competitive Salary Guideline Scale for Early Learning and Child Care Programs (MCSGS)
- NEW in 2018: The Basics of Effective Board Governance: An Online Orientation Resource for Early Learning and Child Care Centres
- Privacy Policy Resources
- Child Care Activity and Record Keeping Resource Calendar
- School Age Summer Resource Handbooks

We also keep a supply of recognition items for Week of the Early Childhood Educator or to recognize employment milestones for your staff. Visit the resource section and boutique areas of our website for more information.

## **MCCAs Regional Branches**

A regional branch is formed by local MCCA members who volunteer their time to carry out MCCAs mandate in the region. There is a regional board of directors elected by the members in the region, who arrange professional development, communicate member concerns and needs to the provincial board of directors, and lead advocacy activities in the region. Active branches are eligible to receive a rebate of 7.5% of membership dues paid by local members to help fund activities for members in the region.

MCCA members who live outside of Winnipeg can access many of the same services, resources, and information about early learning and care as urban members. Regional members can attend professional development events that are planned and promoted by MCCAs regional branches and offered in a central location within the region. Members are welcome to attend professional development events offered in any other region and in Winnipeg as well.



Current active branches are located in:

Central Region  
South Central Region

Interlake Region  
Thompson Region

Parklands Region  
Westman Region

Names of Regional chairpersons are listed at [www.mccahouse.org](http://www.mccahouse.org) under “Contact Us” or you can call MCCA at 1-888-323-4676 and ask for the contact information. Call your regional branch chairperson to ask about workshops, conferences, volunteering, or to learn more about what the branch can offer you.

## **Where is MCCA’s head office located?**

MCCA is located on the second floor of the Royal Bank Building at the corner of McPhillips & Court St. in Winnipeg.

Our mailing address is:

Manitoba Child Care Association  
2<sup>nd</sup> Floor, Royal Bank Building  
2350 McPhillips St.  
Winnipeg, Manitoba  
R2V 4J6

General telephone: 204-586-8587  
Toll free in MB: 1-888-323-4676  
Fax: 204-589-5613

General telephone: 204-586-8587. Toll free in Manitoba: 1-888-323-4676  
Fax: 204-589-5613

## **MCCA Contact Information**

Executive Director: Pat Wege  
204-336-5060 [patwege@mccahouse.org](mailto:patwege@mccahouse.org)

Professional Development Manager: Karen Kowalski  
Provincial Conference, workshops, pedagogical leader, Child Care Bridges, Ethics  
204-336-5062 [kkowalski@mccahouse.org](mailto:kkowalski@mccahouse.org)

Professional Development Administrator: Teresa Bially  
Workshop information, conference trade show & facilitator contracts  
204-336-5061 [tbially@mccahouse.org](mailto:tbially@mccahouse.org)

Member Records & Event Registrations: Dianne Jones Pearson  
204-336-5065 [djonespearson@mccahouse.org](mailto:djonespearson@mccahouse.org)

Administrative Assistant: Michelle Innes

General inquiries, resource library and curriculum kits, resource orders, family child care liability insurance  
204-586-8587 [info@mccahouse.org](mailto:info@mccahouse.org)

Accountant: Allan Wainwright  
204-336-5064 [awainwright@mccahouse.org](mailto:awainwright@mccahouse.org)