



CHILD CARE
LICENSING BUREAU



List a Facility as Non-Operating

JOB AID

List a Facility as Non-Operating



Purpose

This job aid covers how to list a facility as non-operating.



Business Role(s)

- Providers

List a Facility as Non-Operating

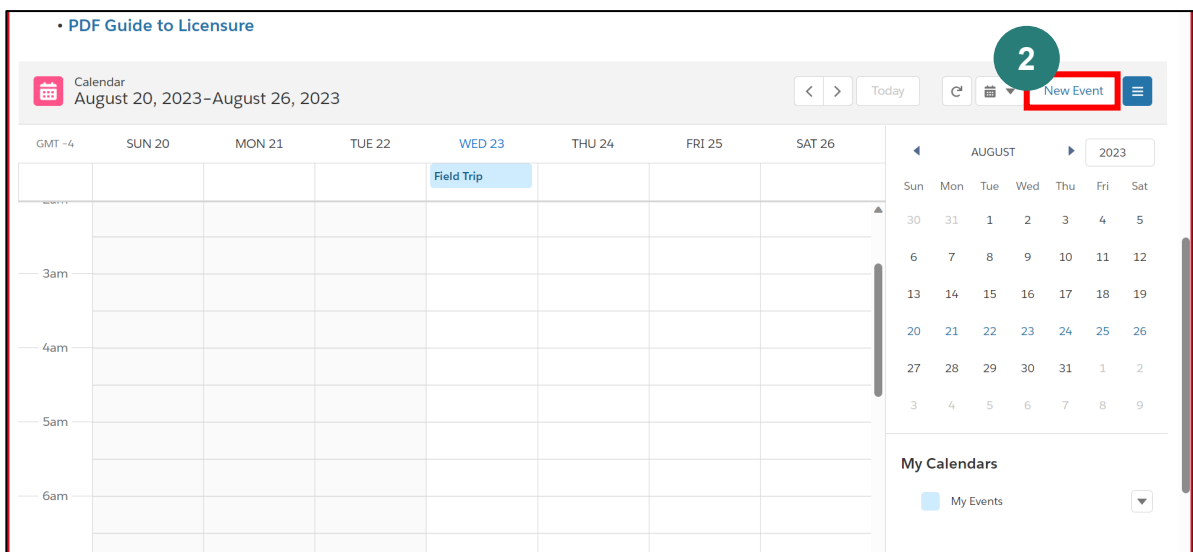
You can list your facility as non-operating in multiple instances, such as when you want to close your facility for a remodel, when you want to take a leave of absence, when you want to take a summer field trip, and so on. Listing your facility as non-operating indicates a period for which the facility will not be open, and no children will be present, while you will be able to maintain your current active license.

To list a facility as non-operating, follow the steps below:

1. On the CCLB Provider's portal **Home** page, scroll down to view the calendar.



2. Click the **New Event** button to add an event to the calendar.



List a Facility as Non-Operating

3. The **New Event: Operating Schedule** pop-up window is displayed on the screen.

The screenshot shows a 'New Event: Operating Schedule' pop-up window. The 'Calendar Details' section is highlighted with a red border. It includes a 'Subject' field with a search icon, an 'Assigned To' dropdown menu showing 'Alice Park', a 'Location' field, and 'Start' and 'End' date and time pickers. The start date is 'Aug 23, 2023' at '8:00 AM' and the end date is 'Aug 23, 2023' at '9:00 AM'. There is an 'All-Day Event' checkbox. A green circle with the number '3' is positioned at the top-left of the pop-up window.

4. In the **Subject** field, select the relevant option from the drop-down menu.

This screenshot shows the same 'New Event: Operating Schedule' pop-up window, but with the 'Subject' dropdown menu open. The dropdown menu is highlighted with a red border and contains the following options: 'Other', 'Closed', 'Holiday', and 'Field Trip'. A green circle with the number '4' is positioned at the top-left of the dropdown menu. At the bottom of the pop-up, there are 'Cancel', 'Save & New', and 'Save' buttons.

Note: You can also type in a subject in the **Subject** field, which will better describe the event if the required option is not displayed in the drop-down menu.

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- The **Assigned To** field will default to your name. You can populate the **Location** field if required. Note that the **Location** field is not a mandatory field. In the **Start Date** and **End Date** fields, you need to enter the relevant dates between which the facility will not operate.

Calendar Details

* Subject
Holiday

* Assigned To
Alice Park

Location
Lakes region

* Start
* Date * Time
Aug 23, 2023 8:00 AM

* End
* Date * Time
Aug 30, 2023 9:00 AM

All Day Event

Related To

Cancel Save & New Save

- In the **Related To** field, select the relevant facility from the drop-down menu.

New Event: Operating Schedule

* Start
* Date * Time
Aug 23, 2023 8:00 AM

* End
* Date * Time
Aug 30, 2023 9:00 AM

All Day Event

Related To

Related To
Kent

"Kent" in Accounts

Kent St. Child Care Facility
Lake Isabella

Kent St. Child Care Facility
South Haven

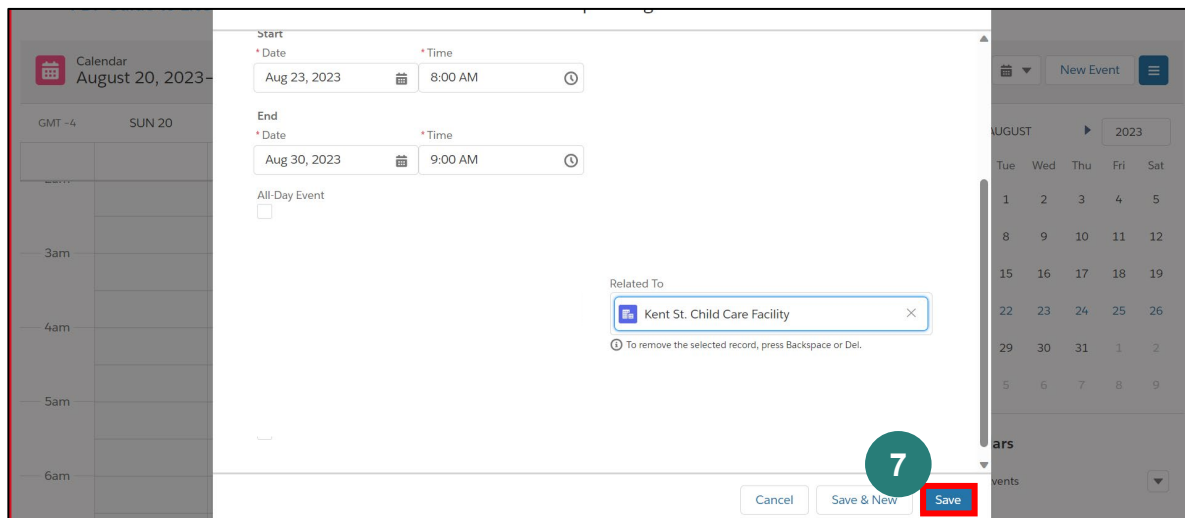
+ New Account

Cancel Save & New Save

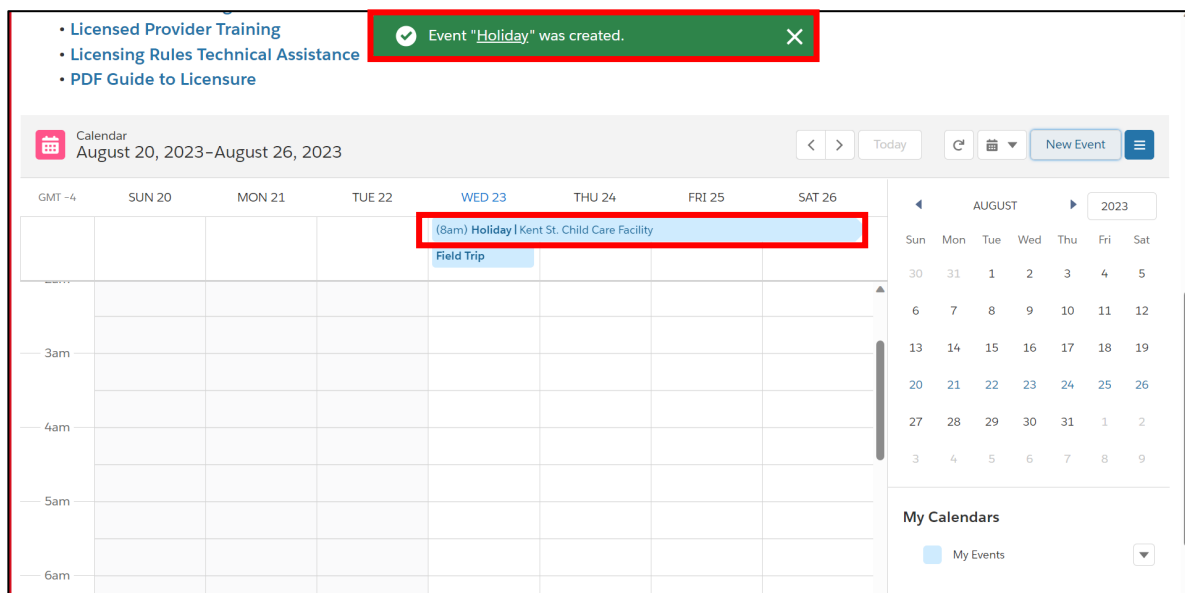
Note: For Centers, all the facilities that are authorized for your account will be available for you to select from in the **Related To** field (if you are associated with more than 1 facility), whereas for a Family/Group Home, the **Related To** field will default to your facility.

List a Facility as Non-Operating

7. Once you populate all the relevant fields, click the **Save** button.



8. Once you click the **Save** button, a notification message is displayed at the top of the screen confirming that the event has been created. The event will also be added to the calendar associated with the facility.



Note: The Consultant will be able to see the event in the activity panel associated with the facility, but it is always a good practice to reach out to the Consultant separately to give them a heads up.