Updating Availability for Your Child Care Facility

May 2021

Step 1: Log in at this website

https://childcare.bowtiebi.com/Texaschildcareform
If you need Spanish, simply click the globe at the top right to change languages.

🌐 EN

Enter the email address that is used when the Texas Child Care Availability Portal emails are sent to your facility.

Note: It is the same email address associated with your [Child Care Regulation Online Account](#).

Texas Child Care Availability Portal

Welcome to Texas Child Care Availability Portal

Please enter the email associated with your Child Care Regulation Online Account to update your availability and enrollment

Email address

Submit

If you are unable to login, please email us at
MSC@hhsc.state.tx.us

At the time of the development of this site, the Texas Child Care Availability Portal is 100 percent funded with Child Care and Development Block Grant funds, as part of a $540,735,073 grant to the Texas Workforce Commission from the Administration for Children and Families.

Go to slide 9 to learn about another way you can find this website.

Step 2: Respond 'yes' or 'no' to available capacity

Step 3a. If you selected **yes**, enter the availability and enrollment by age group.

Availability: This is shared publicly

With your current staffing levels, please enter the number of available spots in your program in each of the following age groups:

Please note: if your available spots could be filled by children of a variety of ages, **please choose your desired age and do not double count availability.**

Infant (0 - 17 months)
[−] 0 [+]

Toddler (18 months - 35 months)
[−] 0 [+]

Preschool (3 years - 4 years)
[−] 0 [+]

School Age (5 years - 13 years)
[−] 0 [+]

Enrollment: This is NOT shared publicly

Please enter the total number of children you currently serve in each of the following age groups:

Please note: We know you may have different children at different times of day, resulting in enrolled students exceeding licensed capacity. Please enter the **total number of unduplicated children you currently serve.** This will not be used for licensing purposes.

Infant (0 - 17 months)
[−] 0 [+]

Toddler (18 months - 35 months)
[−] 0 [+]

Preschool (3 years - 4 years)
[−] 0 [+]

School Age (5 years - 13 years)
[−] 0 [+]

Step 3b. If you selected **no**, indicate waitlist availability and enrollment by age group
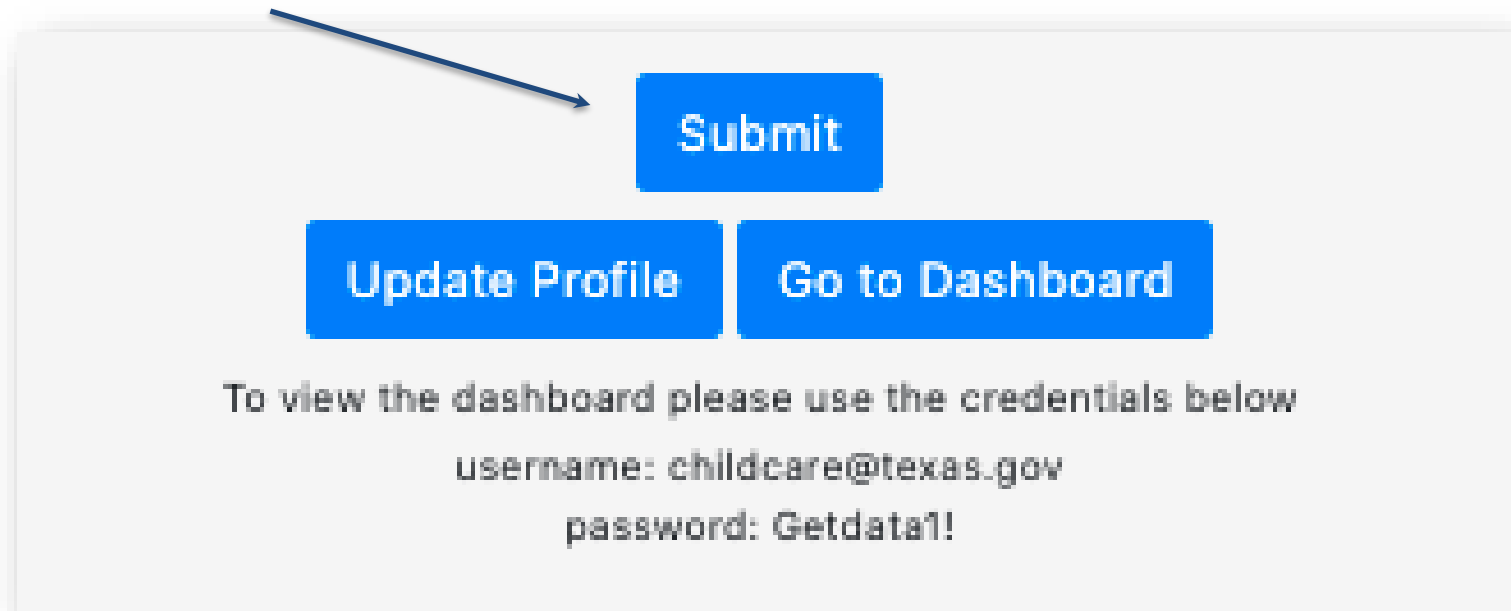
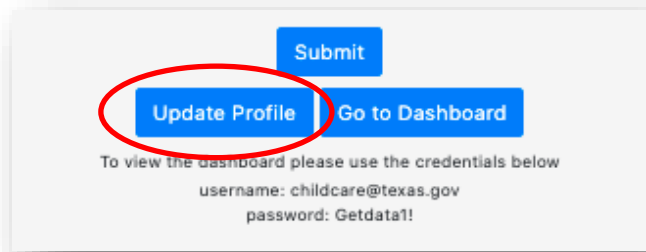**Step 4.** Select submit.

Submit

Update Profile   Go to Dashboard

To view the dashboard please use the credentials below
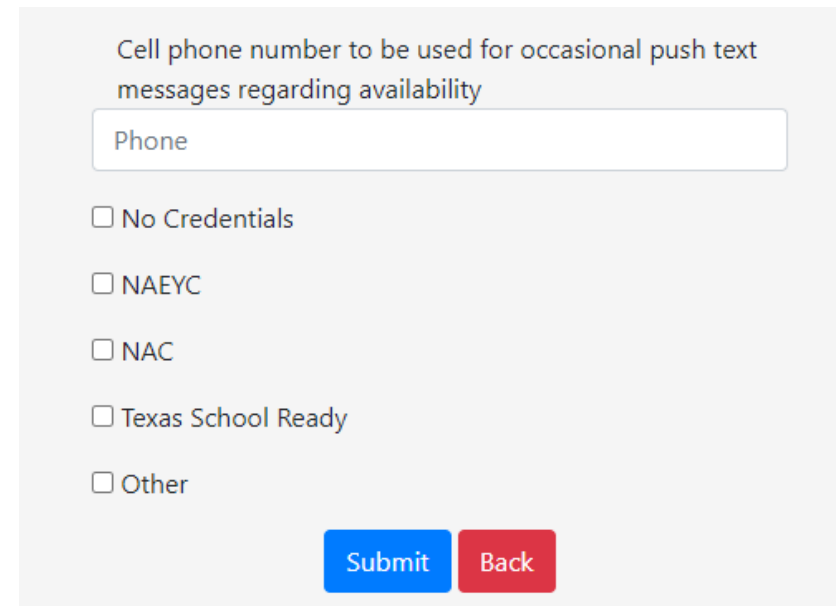
username: childcare@texas.gov

password: Getdata1!

Optional: Step 5. It is optional yet recommended that you check the accuracy of your center's information by clicking on 'Update Profile'.
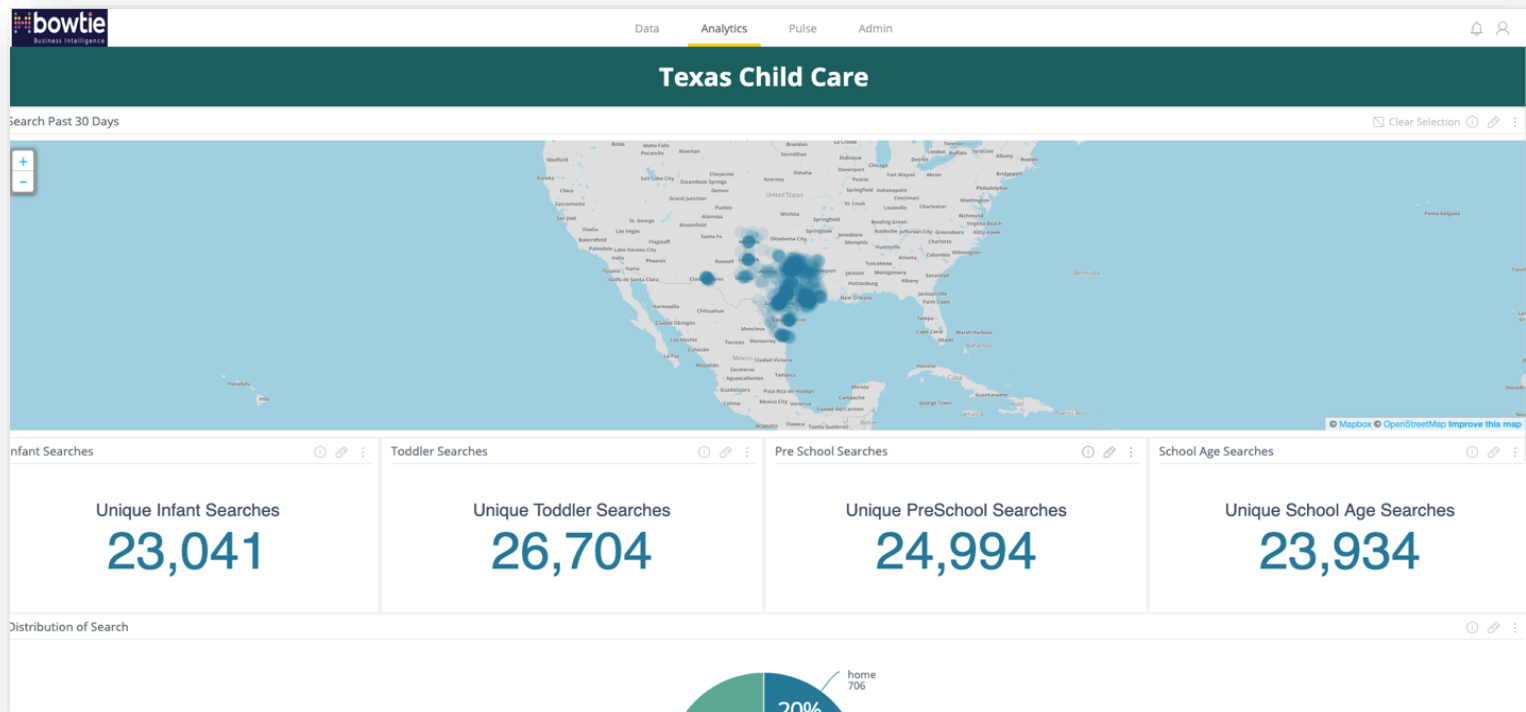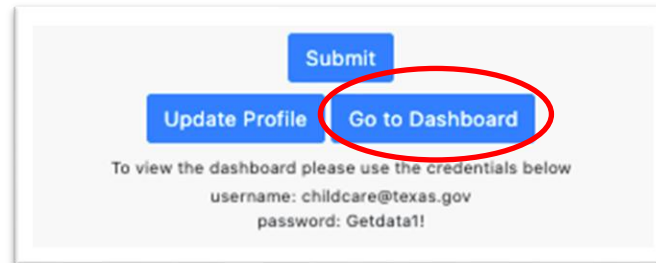

Note: If you are Texas Rising Star certified it is automatically added to your profile. This option is for you to list other quality credentials you may have.

Optional: Step 6. If you Go to Dashboard, you will see a metrics dashboard. This is provided to you to inform you about the childcare landscape.

Another way to enter your center's availability.

1. Go to the Texas Child Care Availability Portal for parents: https://find.childcare.texas.gov/

2. Scroll to the bottom of the home page and look for a link called "Update your profile."

Save and create a list of your favorite child care options

Create an account to save your list of favorite child care providers. All you need is your name and email address.

SUPPORT

Report an issue

Submit feedback

Contact us

FOR PROVIDERS

Update your profile

Contact us

FAQ

- If you need to update any information regarding your operations, please submit the changes through your [Child Care Regulation Online Account](#) with the State of Texas (updates will populate on the Texas Child Care Availability Portal for parents within 1-2 business days).

- Availability will be updated every hour on the Texas Child Care Availability Portal for parents.

- Trouble logging in? Ensure the email address you are using matches the email address on file with CCR for your operation. If you need help updating the email address on file, contact your CCR inspector for assistance or email MSC@hhs.texas.gov.

- You will receive notifications to update your availability from [DoNotReply@frontlinechildcare.texas.gov](#).