



**Early Learning and Child Development
Child Care Inclusion Program
Child Care Service Policy and Procedures Manual**

Government of Newfoundland and Labrador
Department of Education

Record of Updates

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CHILD CARE INCLUSION PROGRAM: TYPES OF SUPPORT

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Policy no.: ELCD-2021-INC-A1

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Policy Cross References:

OVERVIEW:

Inclusive child care ensures children of all abilities, including children with [exceptionalities](#), have equitable access to quality child care and the opportunity to learn through play along with their peers in a regular child care service program. Inclusive child care requires the involvement of all Early Childhood Educators to work as a team to support the individual strengths and needs of each child so that they may participate meaningfully in all aspects of the child care day. Quality inclusive child care programs foster the development of all children in an optimal learning environment. The purpose of the Inclusion Program is to provide assistance to [regulated child care services](#) to ensure children with [exceptionalities](#) can participate to their fullest potential in a regular child care service program.

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[Back to Top](#) **Types of Inclusion Support**

Consultative Support

1. Consultative Support is the provision of guidance and information to assist eligible child care services in identifying and accessing resources to plan and ensure all children can participate to their fullest potential in a regular child care service program. Where recommended by a Regional Inclusion Consultant or designate and approved, consultative support can be provided through face-to-face meetings and other methods of communication. It includes but is not limited to:
 - i. Assisting a child care service that is currently involved with the Inclusion Program to develop an Inclusion Policy for their [Program Proposal](#) and Parent Handbook;
 - ii. Observing the routines and activities of the child care service and assist with the provision or identification of supports and resources;

- iii. Assisting with the implementation of inclusionary practices in a program including enhancements in interaction and engagement; modifying the physical environment; programming materials and equipment; and/or the daily plan and schedule of routines and activities;
- iv. Providing hands-on techniques and interventions;
- v. Coordinating on-site visits to the child care service and collaborating with other professionals to ensure recommended activities are:
 - a. Appropriate in a child care setting;
 - b. Embedded in the regular program; and
 - c. Support the child care service in implementing goals and objectives;
- vi. Informing the child care service of relevant community resources, [professional learning](#) opportunities, and/or on-line courses available;
- vii. Assisting in the development and implementation of an [Action Plan Appendix D](#);
- viii. Assisting in the development and implementation on an [Individual Program Plan Appendix C](#);
- ix. Attending [team/planning meetings](#) to support [inclusive practices](#) and support the child care service in implementing goals and activities identified in the meeting;
- x. Attending [multi-disciplinary](#) meetings where it has been requested by the child care service (consent from the parent must be provided) where its purpose is to support the child care service in communicating the child's progress at the child care service and ensuring that recommended activities are developmentally appropriate;
- xi. Providing strategies on how to discuss sensitive issues with parents;
- xii. Supporting the transfer of knowledge and skills with all [caregivers](#) working in the [homeroom](#) in response to challenging behaviours by modeling, coaching, and providing feedback regarding behavioural and environmental strategies;
- xiii. Assisting the child care service, where requested, to make referrals to other professionals or organizations such as Direct Home Services, Janeway Childhood Development, where parental/guardian consent is provided; and
- xiv. Assisting the service, where requested, with [transitional planning](#) (where parental/guardian consent is provided):
 - a. Into a child care service;
 - b. Within [homerooms](#) of a child care service;

- c. From one child care service to another;
- d. From a child care service into school; and
- e. Exiting of child care.

A [Transition Guidelines and Planning](#) document is also available on-line to assist child care services with [transitional planning](#).

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1. Grants are the provision of financial resources to assist eligible child care services in ensuring all children can participate to their fullest potential in a regular child care service program. Where recommended by a Regional Inclusion Consultant or designate and approved, the following financial supports are available within the Child Care Inclusion Program:
 - i. **Replacement Staff:** Financial support to assist with the cost of a child care service replacing a [caregiver](#) who is participating in a [multi-disciplinary](#) meeting or [professional learning](#) opportunity. This may also include some associated [travel](#) (pre-approval required).
 - ii. **Professional Learning:** Financial support to assist with the cost of [caregivers](#) accessing [professional learning](#) relevant to the needs of the home/[homeroom](#). It may include professional learning fees and some associated [travel](#) (pre-approval required).
 - iii. **Funded Space:** Financial support to assist with cost of a child care service keeping a vacant space empty to enhance the [caregiver to child ratio](#) in the impacted home/[homeroom](#); and
 - iv. **Staffing Grant:** Financial support to assist with the cost of wages and benefits for an [additional caregiver](#) to be added to the team in
 - v. impacted home/[homeroom](#) to enhance the [caregiver to child ratio](#).

CHILD CARE INCLUSION PROGRAM: ELIGIBILITY

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Policy no.: ELCD-2021-INC-B1

Effective Date: 2021-01-01

Date Revised: 2022-01-01

Policy Cross References:

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[Back to Top](#) Eligible Applicants

1. All [regulated child care services](#) are eligible to apply for support from the inclusion program, including licensed child care centres; individually licensed family child care homes; and [affiliated child care service providers](#) approved under an [Agency](#).
2. Upon submission of applications, eligible applicants are assessed by a Regional Inclusion Consultant or designate to determine the specific needs of the child care service and make a recommendation regarding to the [type of inclusion support](#) to be implemented.

Eligible Costs and Hours/Days

[Back to Top](#) Replacement Staff:

1. A child care service must be approved for Consultative Support, Funded Space or Staffing Grant in order to be eligible for a Replacement Staff Support.
2. Eligible costs to be claimed for a Replacement Staff support include:
 - i. Salary and employer benefits (as outlined in the eligible costs in the Staffing Grant section below) of a [caregiver](#) who is replacing the [caregiver](#) attending a [multi-disciplinary](#) meeting or [professional learning](#) opportunity related to the needs of the home/[homeroom](#); and
 - ii. [Travel](#) cost to and from a [multi-disciplinary](#) meeting venue in the form of payment per taxi receipt or Kilometers travelled based on the basic rate as determined per Government Directive. This directive can be found at: https://www.exec.gov.nl.ca/exec/hrs/working_with_us/auto_reimbursement.html. It does not include costs associated with out-of-town or overnight expenses.

3. Eligible hours to be claimed under a replacement staff include the number of hours per day and the number of days per week that the [additional caregiver](#) worked in the inclusion role while the original [caregiver](#) was absent to attend a [multi-disciplinary](#) meeting or [professional learning](#).

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1. A child care service must be approved for Consultative Support, Funded Space or Staffing Grant in order to be eligible for Professional Learning Support.
2. Eligible costs to be claimed for Professional Learning support must be recommended by a Regional Inclusion Consultant or designate and include:
 - i. Participation fees for [professional learning](#) relevant to the needs of the home/[homeroom](#). Participation fees (up to \$100 per home/homeroom per year) can be considered and are at the discretion of the [Department](#) (subject to available budget availability) with appropriate documentation; and
 - ii. [Travel](#) costs to and from a professional learning venue in the form of payment per taxi receipt or Kilometers travelled based on the basic rate as determined per Government Directive. This directive can be found at: https://www.exec.gov.nl.ca/exec/hrs/working_with_us/auto_reimbursement.html. It does not include costs associated with out-of-town or overnight expenses.

[Back to Top](#) **Funded Space:**

1. Eligible costs to be claimed for a funded space support is calculated as per the maximum daily Child Care Subsidy Rates for both OGP and Non-OGP services outlined in tables 1 and 2 in section [ELCD-2021-SUB-G1](#) of the Child Care Subsidy Policy Manual. Further information on the Child Care Subsidy Program can be found at: [Child Care Subsidy Program - Education \(gov.nl.ca\)](#).
2. Eligible days to be claimed for a funded space include the number of days per week/month the space remains vacant to enhance the [caregiver to child ratio](#).
3. No more than two funded spaces can be approved per home/[homeroom](#).

[Back to Top](#) **Staffing Grant:**

1. Salary and benefits eligible to be claimed under a staffing grant support include:
 - i. Mandatory employment related costs (MERCs) including vacation pay, Employment Insurance, Workers Compensation and benefits, Canada Pension Plan, and Labrador Living Allowance (if applicable);

- ii. Health & Post-Secondary Education Tax (HAPSET) commonly referred to as payroll tax. This will apply to [Licensees](#) that exceed **\$1 Million** in payroll expenses. In order to claim HAPSET the [Licensee](#) must:
 - a. Claim HAPSET monthly and identify it on the Verification of Wages and Benefits form when submitting invoices;
 - b. Submit documentation verifying HAPSET is a required expense for their service;
 - c. Ensure HAPSET does not exceed **two (2) per cent** per claim; and
 - d. Ensure that the total eligible [employee](#) benefits do not exceed **twenty (20) per cent** (HAPSET included), unless prior approval has been received as per policy.
 - iii. Medical/Health plans; and
 - iv. Other non-mandatory benefits/expenses may be approved at the discretion of the [Department](#) with appropriate documentation.
2. Eligible benefits must not exceed **twenty (20) per cent**.
 3. Eligible hours to be claimed under a staffing grant include the number of hours per day and the number of days per week the [additional caregiver](#) worked in the inclusion role, including hours allotted for school closures, where applicable.

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1. Where an unexpected event occurs such as one or more children with [exceptionalities](#) is absent from the program due to illness or other reason thereby reducing or eliminating the need for additional support in the home/[homeroom](#), the [additional caregiver](#) may use the approved hours for that day to perform activities that have been pre-approved by the Regional Inclusion Consultant or designate including, but not limited to:
 - i. Adapting materials and equipment as needed;
 - ii. Developing a resource library (visuals, social stories, communication boards, etc.);
 - iii. Updating plans;
 - iv. Participating in a [multi-disciplinary](#) meeting or [professional learning](#) opportunities;
 - v. Replacing a [caregiver](#) who is attending a [multi-disciplinary](#) meeting or [professional learning](#) relevant to the needs of the home/[homeroom](#); and
 - vi. Consulting with the Regional Inclusion Consultant or designate and/or other professionals.

2. A child care service is eligible to invoice for the approved number of hours per day for an [additional caregiver](#) and the daily rate approved for a Funded Space support during time limited child cares service closures (e.g., public or civic holidays, vacation, closures to protect children) as determined by the Child Care Subsidy Program. Information on the Child Care Subsidy Program can be found at: [Child Care Subsidy Program - Education \(gov.nl.ca\)](#).

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CHILD CARE INCLUSION PROGRAM: REGIONAL INCLUSION CONSULTANT ROLE, INITIAL APPLICATION, ASSESSMENT, RECOMMENDATION AND APPEAL

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Policy Cross References: [ELCD-2021-INC-B1](#)

POLICY AND PROCEDURES:

[Back to Top](#) **Regional Inclusion Consultant Role**

1. The role of the Regional Inclusion Consultant includes but is not limited to:
 - i. [Assessment](#) and recommendation of Inclusion Support requests;
 - ii. Monitoring and Evaluating child care services actively involved with the Child Care Inclusion Program;
 - iii. [Disbursement of Funding](#);
 - iv. File Management and Reporting;
 - v. Participation in multi-disciplinary or individual team meetings (where applicable);
 - vi. Consultation and collaboration with other professionals (where applicable);
 - vii. Assisting in the development, implementation and evaluation of:
 - a. [Action Plans](#);
 - b. [Individual Program Plan](#);
 - c. Behaviour guidance principles;
 - d. Intervention strategies;

- e. Visual strategies;
- f. Environmental impacts; and
- g. Required equipment;
- viii. Developing and delivering [professional learning](#) (where applicable); and
- ix. Providing knowledge, skill teaching and resources applicable to the child care service.

[Back to Top](#) **Initial Application**

General

1. An [initial application](#) is the very first request for inclusion supports. Initial requests can be approved up to a maximum of **sixteen (16) weeks**.
2. [Initial applications](#) for Consultative or Replacement Staff/Professional Learning support can be approved at the regional level.
3. [Initial applications](#) for Replacement Staff/Professional Learning support can also be approved at the provincial level where a request for a Replacement Staff/Professional Learning is known and anticipated during the initial funding period.
4. [Initial applications](#) for Funded Space or Staffing Grant support must be approved at the provincial level.
5. A child care service must be approved for Consultative Support, Funded Space or Staffing Grant in order to be eligible for a Replacement Staff/Professional Learning Support and associated Travel.

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1. A child care service may request inclusion supports by completing and submitting a [Child Care Inclusion Program Application](#) form with the required supporting documentation to the Regional Office where the child care service is being monitored. Supporting documentation include but is not limited to:
 - i. Consent using a [Child Care Inclusion Consent to Obtain/Release Information](#) form for each child (the child care service must be listed as an agency from which to obtain and release information);
 - ii. Child Care Service Inclusion Policy;
 - iii. [Observation](#) Charts/Records; and
 - iv. Professional Referral Letter (if applicable).

2. Where a child care service requests a Replacement Staff/Professional Learning support for a [caregiver](#) to participate in a [multi-disciplinary](#) meeting or [professional learning](#) opportunity related to the specific needs of a child or children, the child care service must provide the following additional supporting documents:
 - i. Salary scale which clearly outlines the salary of [employees](#) based on [certification](#) level and/or years of experience (Replacement staff only);
 - ii. Written confirmation of the [multi-disciplinary](#)/professional learning location, date and duration (i.e., email from multi-disciplinary case manager/confirmation of registration);
 - iii. Confirmation of professional learning registration (where applicable); and
 - iv. Letter of recommendation where the [professional learning](#) was recommended by an outside professional (if applicable).
3. The child care service is responsible for collecting and providing the information required to support their application. The child care service may consult with the Regional Inclusion Consultant or designate for assistance in completing the application.
4. The [Child Care Inclusion Program Application](#) form and Child Care Inclusion program information is available on-line on the government website or via the Regional Inclusion Consultant or designate at the regional office where the child care service is being monitored.

[Back to Top](#) **Assessment**

1. Upon receipt of an application and supporting documentation, the receiver of the application must date stamp the application with the date it was received and provide it to a Regional Inclusion Consultant or designate assigned to the child care service (where the receiver was not a Regional Inclusion Consultant or designate).
2. Where an application and supporting documentation has been received and the child care service is not assigned to a Regional Inclusion Consultant or Designate, the application and supporting documentation must be provided to the Regional Manager for assignment.
3. The Regional Inclusion Consultant or designate must review the documents and return incomplete applications to the applicant.
4. Where it has been determined that the application and supporting documentation is satisfactory, the Regional Inclusion Consultant or designate must contact the child care service within **ten (10) calendar days** and arrange and complete an on-site visit within **thirty (30) calendar days**.
5. A minimum of **two (2) on-site visits** are required by the Regional Inclusion Consultant or designate or one visit and a professional referral (if applicable). More on-site visits can be required at the discretion of the Regional Manager.

6. The Regional Inclusion Consultant or designate will assess each application on a case by case basis depending on the specific needs of the child care service.
7. When assessing an application, the Regional Inclusion Consultant or designate must consider:
 - i. The [observations](#) completed by the child care service and make recommendations for improvement where applicable;
 - ii. The least intrusive and most inclusive support option available (i.e., is consultative support alone enough to meet the needs of the home/[homeroom](#) or is the existing [caregiver to child ratio](#) insufficient to implement [inclusive practices](#));
 - iii. The child care service's capacity to effectively meet the needs of all of the children participating in the service, including knowledge and experience in [child development](#) and [inclusive practices](#);
 - iv. The program, environment and schedule of the child care service to ensure it is appropriate to meet the developmental needs of the home/[homeroom](#). (Where concerns are identified with the program, environment or schedule, the Regional Inclusion Consultant or designate must consult with the child care service's regional inspector to assist in addressing the concerns);
 - v. The child care service's compliance with the practices and principles of inclusion, including naturally occurring proportions, full participation, and same hours/days of attendance available to all children;
 - vi. Whether or not other professionals are involved and the level of support that they may offer the child care service;
 - vii. The impact of [exceptionalities](#) on the safety and supervision (i.e., is the existing [caregiver to child ratio](#) sufficient for the health, safety, supervision of the children enrolled in the service);
 - viii. The impact of [exceptionalities](#) on the programming of the home/[homeroom](#) (i.e., is the existing [caregiver to child ratio](#) sufficient to ensure the quality of the program and that each child can meaningfully participate); and
 - ix. Whether one or more children's opportunity to participate in the child care service would be affected should the recommended support not be provided.
8. The Regional Inclusion Consultant or designate can arrange additional visits to the child care service where necessary in order to complete the assessment.
9. Where an assessment determines that a Funded Space or Staffing Grant support will be recommended, the Regional Inclusion Consultant or designate must ensure the child care service submits the following additional supporting documents:
 - i. **Child Care Inclusion Support Request Details form**; and

- ii. Salary Scale which clearly outlines the salary of [employees](#) based on [certification](#) level and/or years of experience (Staffing Grant only).
10. Where an assessment determines that a support type will be recommended, the Regional Inclusion Consultant or designate must develop an [Action Plan](#) to be reviewed and signed by the [Administrator/Licensee](#).

Recommendation

[Back to Top](#) Consultative or No Support

1. Where an [Assessment](#) is complete, the Regional Inclusion Consultant or designate must make a recommendation with respect to Consultative Support or No Support (A recommendation for No Support indicates that the child care service does not require any supportive services from the Inclusion Program) and send it to a Regional Manager for a decision.
2. The Regional Manager must review the request, ensure all required documentation is attached and assess the information to make a decision with respect to the request.
3. Where a recommendation for Consultative Support is approved, a letter must be provided to the child care service within **Two (2) business days** of the decision via in person or regular mail/email.
4. Where a recommendation for No Support is approved or a recommendation for Consultative Support is not approved, a letter must be provided to the child care service which identifies the reason(s) for the decline within **Two (2) business days** of the decision via in person or regular mail/email.

[Back to Top](#) Replacement Staff/Profession Learning – Can only be recommended in conjunction with or added to a previously approved Consultative Support, Funded Space or Staffing Grant Support

1. Where an [Assessment](#) is complete, the Regional Inclusion Consultant or designate must make a recommendation and send it to a Regional Manager for a decision.
2. The Regional Manager must review the request, ensure all required documentation is attached, verify all calculations are correct and assess the information to make a decision with respect to the request.
3. Where a recommendation for Replacement Staff/Professional Learning support is approved a letter must be provided to the child care service within **two (2) business days** of the decision via in person or regular mail/email.
4. Where the recommendation for Replacement Staff/Professional Learning support is not approved a letter must be provided to the child care service which identifies the reason(s) for the decline within **Two (2) business days** of the decision via in person or regular mail/email.

Funded Space/Staffing Grant

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1. Where an [Assessment](#) is complete, the Regional Inclusion Consultant or designate must make a recommendation and send it to a Regional Manager for a determination with respect to the request.
2. Where a recommendation is sent to a Regional Manager, they will review the request to:
 - i. Ensure that all supporting documentation is attached;
 - ii. Verify all calculations are correct, including but not limited to:
 - a. The salary of the [additional caregiver](#) is consistent with the information provided on the child care service's salary scale;
 - b. Employment benefits do not exceed **twenty (20) per cent** including MERC and HAPSET;
 - c. The calculations on the **Child Care Inclusion Support Request Details** form is consistent with the calculations on the recommendation form;
 - d. [Travel](#) is calculated at the basic government rate; and
 - e. Funded space is calculated as indicated in section [ELCD-2021-INC-B1](#) of this policy and procedures manual.
3. When satisfied with the request, the Regional Manager will make a recommendation with respect to the request and send it to a Provincial Manager. The Provincial Manager will assess the information to make a determination with respect to the request.
4. When satisfied with the request, a Provincial Manager will make a recommendation with respect to the request and send it to the [Provincial Director](#). The [Provincial Director](#) will assess the information to make a decision with respect to the request.
5. Where a recommendation for a Funded Space is approved, a letter must be provided to the child care service within **two (2) business days** of the decision via in person or regular mail/email.
6. Where a recommendation for a Staffing Grant is approved:
 - i. The Regional Inclusion Consultant or designate will complete the following documents and submit them to a Regional Manager for review:
 - a. **Child Care Inclusion Program Service Agreement**;
 - b. **Approval of Child Care Inclusion Program Support & Identification of Staffing Resource** – (to become Schedule “A”); and
 - c. **Financial Requirements - Schedule “B”**.

- ii. The approval can be put on hold for up to **ninety (90) days** where the [additional caregiver](#) has not yet been identified. Where an approval is placed on hold, Consultative Support must be provided until the additional caregiver is hired and in place at the child care service.
7. Where the Regional Manager finds the submitted documents are satisfactory, the Regional Manager will:
 - i. Sign the **Approval of Child Care Inclusion Support - Schedule "A"** and initial the top right hand side of the document; and
 - ii. Initial the **Financial Requirements - Schedule "B"** at the top right hand side of the document.
8. Once **Approval of Child Care Inclusion Support - Schedule "A"** and **Financial Requirements - Schedule "B"** have been signed and initialed, these documents must be provided to the child care service with the **Child Care Inclusion Program Service Agreement** for required signatures and initialing via in person or regular mail/email.
9. The child care service must sign the **Child Care Inclusion Program Service Agreement** and initial the **Approval of Child Care Inclusion Program Support – Schedule A** letter and **Financial Requirements - Schedule "B"** at the top right hand side of each document and return them to the Regional Inclusion Consultant or designate at their Regional EECD Office.
10. Where the child care service has signed, initialed and returned the appropriate documents including the **Identification of Staffing Resource** which accompanies the **Approval of Child Care Inclusion Program Support – Schedule A**, the Regional Manager must review and sign the **Child Care Inclusion Program Service Agreement**.
11. When the submitted documents are satisfactory to the Regional Manager, a copy of the **Child Care Inclusion Program Service Agreement, Approval of Child Care Inclusion Program Support - Schedule "A"** and **Financial Requirements - Schedule "B"** must be provided to the child care service via in person or regular mail/email.
12. All documents must be received with the appropriate signatures by the Regional Inclusion Consultant or designate prior to any disbursement of funding.
13. Where the recommendation for a Funded Space or Staffing Grant is not approved a letter must be provided to the child care service which identifies the reason(s) for the decline within **Two (2) business days** of the decision via in person or regular mail/email.

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1. Where a child care service disagrees with the decision of a Regional Manager and the issue cannot be resolved through discussions with the Regional Inclusion Consultant or designate and Regional Manager, the child care service may appeal the decision.
2. The appeal must be made in writing to the [Provincial Director](#) with the Department of Education and Early Childhood Development within **thirty (30) days** of the decision. The

appeal must include the rationale for the disagreement and any supporting documentation requested by the Regional Director.

3. Where a child care service disagrees with the decision of the [Provincial Director](#) and the issue cannot be resolved through discussions with the Regional Inclusion Consultant or designate and Regional Manager, the child care service may appeal the decision.
4. The appeal must be made in writing to the Assistant Deputy Minister ([ADM](#)) with the Department of Education and Early Childhood Development within **thirty (30) days** of the decision. The appeal must include the rationale for the disagreement and any supporting documentation requested by the [ADM](#).
5. The decision of the [ADM](#) is the final decision.

CHILD CARE INCLUSION PROGRAM: RENEWAL, ANNUAL AND AMENDMENT REQUESTS

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Policy Cross References: [ELCD-2021-INC-B1](#); [ELCD-2021-INC-C1](#)

POLICY AND PROCEDURES:

[Back to Top](#) **Renewal, Annual and Amendment Requests – General**

1. To determine if an existing inclusion support is eligible to be renewed, the Regional Inclusion Consultant or designate must assess the request no later than **thirty (30) calendar days** prior to the expiration date of the existing support. The assessment must include a clinical review to ensure:
 - i. The child care service is still eligible for services;
 - ii. The existing support is sufficient in achieving the goals and activities and implementation of inclusionary practices within the appropriate time frames frequency and duration, as outlined in the [Action Plan](#);
 - iii. The child care service is planning, observing and documenting relevant changes in progression or regression of a child's development;
 - iv. The child care service is implementing the recommendations made by the Regional Inclusion Consultant or designate; and
 - v. The child care service is completing the relevant documentation including the [Individual Program Plans](#), attendance sheets, time sheets, and participation in [professional learning](#) opportunities as required by the Regional Inclusion Consultant or designate.
2. Renewal, Annual and [Amendment requests](#) for inclusion supports are assessed by the Regional Inclusion Consultant or designate as outlined in the [Assessment](#) section of [ELCD-2021-INC-C1](#).

[Back to Top](#) **Renewal Requests**

1. A [renewal request](#) is a previously approved support that is about to end and it is being recommended to continue with no break in service. Supports cannot be renewed beyond one calendar year from the initial approval date or annual approval date.
2. Renewal applications for Consultative, Replacement Staff/Professional Learning, Funded Space and Staffing Grant supports can be approved at the regional level.
3. A [renewal request](#) can include the addition of an initial Replacement Staff/Professional Learning request or an amendment that falls within a regional approval and be processed at the regional level.
4. A [renewal request](#) that includes an increase (except for increases that fall within a regional approval) in funding must be processed as a [Provincial Amendment](#).
5. A child care service may request a renew of inclusion supports by completing and submitting a [Child Care Inclusion Program Application](#) form with the required supporting documentation to the Regional Office where the child care service is being monitored. Supporting documentation include but is not limited to:
 - i. Consent using a [Child Care Inclusion Consent to Obtain/Release Information](#) form for each child where consent is more than one year old (the child care service must be listed as an agency from which to obtain and release information);
 - ii. [Observation](#) Charts/Records; and
 - iii. Professional Referral Letter (if applicable).
6. Where a child care service requests a renewal of Replacement Staff/Professional Learning support for a [caregiver](#) to participate in a [multi-disciplinary](#) meeting or [professional learning](#) opportunity related to the specific needs of a child or children:
 - i. It must be renewed in conjunction with or added to a previously approved Consultative Support, Funded Space or Staffing Grant Support; and
 - ii. the child care service must provide the following additional supporting documents:
 - a. Salary scale which clearly outlines the salary of [employees](#) based on [certification](#) level and/or years of experience where the salary scale is more than one year old (Replacement staff only);
 - b. Written confirmation of the [multi-disciplinary](#)/professional learning location, date and duration (i.e., email from multi-disciplinary case manager/confirmation of registration);
 - c. Confirmation of professional learning registration (where applicable); and

- d. Letter of recommendation where the [professional learning](#) was recommended by an outside professional (if applicable).
7. Where a child care service request a renewal of Funded Space or Staffing Grant support, the child care service must provide the following additional supporting documents:
 - i. **Child Care Inclusion Support Request Details form**; and
 - ii. Salary Scale which clearly outlines the salary of [employees](#) based on [certification](#) level and/or years of experience where the salary scale is more than one year old (Staffing Grant only).
8. The child care service is responsible for collecting and providing the information required to support their application. The child care service may consult with the Regional Inclusion Consultant or designate for assistance in completing the application.
9. The [Child Care Inclusion Program Application](#) form and Child Care Inclusion program information is available on-line on the government website or via the Regional Inclusion Consultant or designate at the regional office where the child care service is being monitored.
10. Where an assessment for a renewal application is complete:

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i. **Consultative Support**

- a. The Regional Inclusion Consultant or designate must make a recommendation with respect to Consultative Support or No Support (A recommendation for No Support indicates that the child care service does not require any supportive services from the Inclusion Program) and send it to a Regional Manager for a decision.
- b. The Regional Manager must review the request, ensure all required documentation is attached and assess the information to make a decision with respect to the request.
- c. Where a recommendation for Consultative Support is approved, a letter must be provided to the child care service within **Two (2) business days** of the decision via in person or regular mail/email.
- d. Where a recommendation for No Support is approved or a recommendation for Consultative Support is not approved, a letter must be provided to the child care service which identifies the reason(s) for the decline within **Two (2) business days** of the decision via in person or regular mail/email.

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ii. **Replacement Staff/Professional Learning – Can only be renewed in conjunction with or added to a previously approved Consultative Support, Funded Space or Staffing Grant Support**

- a. The Regional Inclusion Consultant or designate must make a recommendation and send it to a Regional Manager for a decision.

- b. The Regional Manager must review the request, ensure all required documentation is attached, verify all calculations are correct and assess the information to make a decision with respect to the request.
- c. Where a recommendation for Replacement Staff/Professional Learning support is approved a letter must be provided to the child care service within **two (2) business days** of the decision via in person or regular mail/email.
- d. Where the recommendation for Replacement Staff/Professional Learning support is not approved a letter must be provided to the child care service which identifies the reason(s) for the decline within **Two (2) business days** of the decision via in person or regular mail/email.

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iii. **Funded Space/Staffing Grant**

- a. The Regional Inclusion Consultant or designate must make a recommendation and send it to a Regional Manager for a determination with respect to the request.
- b. Where a recommendation is sent to a Regional Manager, they will review the request to:
 - i. Ensure that all supporting documentation is attached;
 - ii. Verify all calculations are correct, including but not limited to:
 - a. The salary of the [additional caregiver](#) is consistent with the information provided on the child care service's salary scale;
 - b. Employment benefits do not exceed **twenty (20) per cent** including MERC and HAPSET;
 - c. The calculations on the **Child Care Inclusion Support Request Details** form [Appendix D](#) is consistent with the calculations on the recommendation form;
 - d. [Travel](#) is calculated at the basic government rate; and
 - e. Funded space is calculated as indicated in section [ELCD-2021-INC-B1](#) of this policy and procedures manual.
- c. When satisfied with the request, the Regional Manager will make a recommendation with respect to the request and send it to a Provincial Manager. The Provincial Manager will assess the information to make a determination with respect to the request.
- d. When satisfied with the request, a Provincial Manager will make a recommendation with respect to the request and send it to the [Provincial Director](#). The [Provincial Director](#) will assess the information to make a decision with respect to the request.

- e. Where a recommendation for a Funded Space is approved, a letter must be provided to the child care service within **two (2) business days** of the decision via in person or regular mail/email.
- f. Where a recommendation for a Staffing Grant is approved:
 - i. The Regional Inclusion Consultant or designate will complete the following documents and submit them to a Regional Manager for review:
 - a. **Child Care Inclusion Program Service Agreement;**
 - b. **Approval of Child Care Inclusion Program Support & Identification of Staffing Resource** – (to become Schedule “A”); and
 - c. **Financial Requirements - Schedule “B”.**
 - ii. The approval can be put on hold for up to **ninety (90) days** where the [additional caregiver](#) has not yet been identified. Where an approval is placed on hold, Consultative Support must be provided until the additional caregiver is hired and in place at the child care service; and
- g. Where the Regional Manager finds the submitted documents are satisfactory, the Regional Manager will:
 - i. Sign the **Approval of Child Care Inclusion Support - Schedule “A”** and initial the top right hand side of the document; and
 - ii. Initial the **Financial Requirements - Schedule “B”** at the top right hand side of the document.
- h. Once **Approval of Child Care Inclusion Support - Schedule “A”** and **Financial Requirements - Schedule “B”** have been signed and initialed, these documents must be provided to the child care service with the **Child Care Inclusion Program Service Agreement** for required signatures and initialing via in person or regular mail/email.
- i. The child care service must sign the **Child Care Inclusion Program Service Agreement** and initial the **Approval of Child Care Inclusion Program Support – Schedule A** letter and **Financial Requirements - Schedule “B”** at the top right hand side of each document and return them to the Regional Inclusion Consultant or designate at their Regional EECD Office.
- j. Where the child care service has signed, initialed and returned the appropriate documents including the **Identification of Staffing Resource** which accompanies the **Approval of Child Care Inclusion Program Support – Schedule A**, the Regional Manager must review and sign the **Child Care Inclusion Program Service Agreement**.
- k. When the submitted documents are satisfactory to the Regional Manager, a copy of the **Child Care Inclusion Program Service Agreement, Approval of Child Care**

Inclusion Program Support - Schedule “A” and Financial Requirements - Schedule “B” must be provided to the child care service via in person or regular mail/email.

- I. All documents must be received with the appropriate signatures by the Regional Inclusion Consultant or designate prior to any disbursement of funding.
- m. Where the recommendation for a Funded Space or Staffing Grant is not approved a letter must be provided to the child care service which identifies the reason(s) for the decline within **Two (2) business days** of the decision via in person or regular mail/email.

[Back to Top](#) **Annual Requests**

1. An [annual request](#) is a previously approved support that has been in place for one calendar year, is about to end and is being recommended to continue with no break in service.
2. [Annual requests](#) can include amendments and be approved up to a maximum of 24 weeks. [Annual requests](#) cannot be renewed beyond one calendar year from the annual approval date.
3. Annual applications for Consultative or Replacement Staff/Professional Learning support can be approved at the regional level and must follow the process as outlined in the [Initial Application](#) process of this policy and procedures manual.
4. Annual applications for Replacement Staff/Professional Learning support can also be approved at the provincial level where a request for a Replacement Staff/Professional Learning was previously approved and is being recommended to continue as part of a Funded Space or Staffing Grant [annual request](#).
5. Annual applications for Funded Space or Staffing Grant support must be approved at the provincial level and follow the process as outlined the [Initial Application](#) process of this policy and procedures manual.

[Back to Top](#) **Amendment Requests**

1. An [amendment request](#) is a change in a currently approved support within an approval period. The length of approval periods for amendment approvals must follow that of renewal and annual time frames.
2. Amendments that can be approved at the Regional level include:
 - i. Increase in staffing grant due to an increase in:
 - a. attendance hours of school aged children as they transition from part-time attendance (school in session) to full-time attendance (school not in session) over the summer months and all other aspects of the approval remain the same; and/or

- b. the hourly rate of pay of the additional caregiver where all other aspects of the approval remain the same;
 - ii. The addition of or a change in Replacement Staff/Professional Learning funding;
 - iii. Change in the Approval Period and Initial Start Date (where an approved support was placed on hold);
 - iv. Transition of supports from one [homeroom](#) to another and there is no increase in funding;
 - v. Additional children being added to the request and there is no increase in funding; and
 - vi. Decrease in funding.
- 3. Amendments that must be approved at the Provincial level include:
 - i. An increase in Staffing Grant or Funded Space amounts not identified as regional; and
 - ii. A change in funded support type (i.e., consultative to staffing grant, funded space to staffing grant, etc.).
- 4. [Amendment requests](#):
 - i. Require a new [Child Care Inclusion Program Application](#) with supporting documentation applicable to the type of support being amended (a new application is not required where an increase in the approval amount is related to an increase in the attendance hours of school aged children as they transition from part-time attendance (school in session) to full-time attendance (school not in session) or an increase in the hourly rate of pay of the additional caregiver and all other aspects of the approval remain the same. However supporting documentation including a written amendment request and applicable salary scale is required); and
 - ii. Must follow the process as outlined for [Renewal Requests](#) applicable to the type of support being amended.
- 5. Amendment applications for Replacement Staff/Professional Learning support can be approved at the provincial level where a request for a Replacement Staff/Professional Learning was previously approved and it is being recommended to continue as part of an [amendment request](#).

CHILD CARE INCLUSION PROGRAM: CHILD CARE SERVICE REQUIREMENTS, TERMS AND CONDITIONS OF FUNDING, AND DISBURSEMENT OF FUNDING

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Policy no.: ELCD-2021-INC-E1

Effective Date: 2021-01-01

Date Revised:

Policy Cross References:

POLICY AND PROCEDURES:

[Back to Top](#) Child Care Service Requirements

1. Where a Child Care Inclusion Support has been approved, the child care service must:
 - i. Submit an application and supporting documentation at least **fourteen (14) days** prior to the support being required or the expiry date of a previously approved support;
 - ii. Notify the parent that supports are in place on behalf of their child via a [Notification of Inclusion Services](#) and provide confirmation of notification to the Regional Inclusion Consultant or designate within **thirty (30)** days of the approval;
 - iii. Notify the parent in writing of any changes/decisions including renewals, amendments (pertaining to their child) or discontinuance of supports and provide confirmation of notification to the Regional Inclusion Consultant or designate within **thirty (30)** days of the approval;
 - iv. Provide the parents with a copy of their signed written [Child Care Inclusion Consent to Obtain/Release Information](#);
 - v. Provided the parent with a copy of the [Individual Program Plan](#) (where applicable) and any updates for the child including the goals, objectives and activities for the child as well as any recommended referrals to other professionals that may benefit the child;
 - vi. Ensure the parent is informed and invited to [Individual Program Plan](#) meetings (where applicable);
 - vii. Ensure the strategies and activities of the [Action Plan](#) are being provided to the applicable caregivers and implemented (including ways to reduce/eliminate supports over time);

- viii. Ensure programming is consistent with the program standards, the Early Childhood Learning Framework and supports the inclusion of all children;
- ix. Ensure that the individual hired under as a replacement/additional caregiver **(Replacement Staff and Staffing Grant only)**:
 - a. Is not the lead staff, administrator or licensee of the child care service;
 - b. Is not moved from a position within the child care service that creates the need for a certification waiver (e.g., moving a level 1 certified caregiver into the additional caregiver position and putting a certified trainee level caregiver into a lead staff position).
 - c. Has or is actively working toward attaining the knowledge, skills, and abilities to facilitate inclusion and [inclusive practices](#);
 - d. Is hired as an [employee](#) of the service. The management, supervision, and direction of the inclusion provider is the sole and exclusive responsibility of the child care service and not the Province;
 - e. Meets the same minimum legislative requirements as any other person in the service as per the [Child Care Act](#) and [Regulations](#);
 - f. Is aware of their roles and responsibilities and ensure that all of the children are included in the daily program;
 - g. Is provided with wages and benefits that is consistent with the scale, qualifications, training and related experience of the other child care service providers in the service;
 - h. Is provided the actual hourly wage and benefits as identified in the salary scale provided by child care service; and
 - i. Is paid for the actual hours worked in the inclusion role.
- x. Ensure that the funded space is left vacant for the appropriate age-range and homeroom **(Funded Space only)**;
- xi. Notify the Regional Inclusion Consultant or designate where children applicable to the approval have been absent for **three (3) consecutive days** or inconsistent attendance **(Staffing Grant and Funded Space only)**;
- xii. Complete any other reporting as required by the Regional Manager;
- xiii. Ensure information gathered through the inclusion program is kept [confidential](#) and used solely for the purposes for which it is obtained; and
- xiv. Ensure adherence to the Child Care Inclusion Program – Child Care Service Policy and Procedures Manual.

[Back to Top](#) **Terms and Conditions of Funding**

1. Where an Child Care Inclusion Support has been approved the child care service must:
 - i. Replacement Staff/Professional Learning/Funded Space
 - a. Follow the requirements as outlined in the [Child Care Service Requirements](#) section of this policy and procedures manual; and
 - b. Maintain copies of payroll records and receipts (Replacement Staff only), invoices, and payments received in relation to the Child Care Service Inclusion Program and keep such records for the periods required under Federal and Provincial legislation, including the [Child Care Act](#) and [Regulations](#).
 - ii. Staffing Grant
 - a. Follow the requirements as outlined in the [Child Care Service Requirements](#) section of this policy and procedures manual;
 - b. Follow the terms and conditions as outlined in the **Child Care Inclusion Program Service Agreement, Schedule A and Schedule B**;
 - c. Complete a [Supplier Setup and Maintenance Form](#) and submit it to the Regional Office of the Department of Education and Early Childhood Development with the required supporting documentation for direct deposit (where it has not been previously completed);
 - d. Return any disbursed advanced funding should the **Child Care Inclusion Program Service Agreement** be cancelled or the inclusion service not provided; and
 - e. Maintain copies of **Child Care Inclusion Program Service Agreements**, invoices, receipts, vouchers, bank statements, payroll records, and cheques of financial transactions related to the Inclusion services and keep such records for the periods required under Federal and Provincial legislation, including the [Child Care Act](#) and [Regulations](#).
2. Where a child care service receives corrective actions during the period of time inclusion supports are in place at the service, the Regional Inclusion Consultant or designate, in consultation with a Regional Manager, can reassess the supports and make a determination with respect to:
 - i. Continuation of the supports;
 - ii. Suspension of payments; or
 - iii. Termination of the Child Care Inclusion Supports.

3. Where an Inclusion Support is cancelled prior to the approved end date, two weeks notice will be provided to the child care service provider via a letter in person or mail/email.

Disbursement of Funding

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Replacement Staff/Professional Learning

1. Where a child care service is approved for Replacement Staff/Professional Learning supports, the child care service provider must submit a [Child Care Inclusion External Invoice](#) and:
 - i. Documentation verifying that the [caregiver](#) associated with the approved inclusion support participated in a [multi-disciplinary](#) program planning meeting or [professional learning](#). This must be written verification from the manager/chair of the individual multidisciplinary program planning meeting or the facilitator of the [professional learning](#);
 - ii. A taxi receipt where kilometers are not being claimed ([travel](#) only);
 - iii. A Child Attendance Record which includes the child(ren)'s initials (those being supported by the inclusion program and which consent was received) and indicate their daily presences and absences for the service period indicated on the invoice. No other identifying information for the child(ren) being supported by the inclusion program or other children attending the child care service should be submitted. This record would be similar to that of the subsidy attendance record;
 - iv. A [Verification of Travel, Replacement Staff, Professional Learning or Funded Space](#) form;
 - v. Paystubs (Replacement Staff only); and
 - vi. Employee Time Sheets (Replacement Staff only) which includes the:
 - a. [Employees](#) name (the [additional caregiver](#)/replacement caregiver/substitute identified on the VOWB/VTRF, Schedule B and Support Request Details form); and
 - b. Dates, start and end time, and the total number of hours worked under the inclusion program for each day during the service period indicated on the invoice.
2. The [Child Care Inclusion External Invoice](#) must be submitted with the required supporting documentation within 15 days of the services being provided.
3. Should information on the [Child Care Inclusion External Invoice](#) not be correct/valid or support documentation be incomplete, it will be returned to the vendor by the regional inclusion consultant or designate.
4. The disbursements of funding will be issued upon receipt of complete and accurate required documentation.

5. Funding approvals, including renewal, annual and [amendment requests](#) are subject to budget availability.

[Back to Top](#) Funded Space

1. Where a child care service is approved for Funded Space supports, the child care service provider must submit a [Child Care Inclusion External Invoice](#) and:
 - i. A Child Attendance Record which includes the child(ren)'s initials (those being supported by the inclusion program and which consent was received) and indicate their daily presences and absences for the service period indicated on the invoice. No other identifying information for the child(ren) being supported by the inclusion program or other children attending the child care service should be submitted. This record would be similar to that of the subsidy attendance record;
 - ii. A [Verification of Travel, Replacement Staff, Professional Learning or Funded Space](#) form; and
 - iii. Documentation as required via the Child Care Subsidy Program for payments associated with child care service closures (where applicable).
2. The [Child Care Inclusion External Invoice](#) together with all supporting documentation must be submitted within 15 days of the end of the month (or the ending) of Funded Space supports being provided.
3. Should information on the [Child Care Inclusion External Invoice](#) not be correct/valid or support documentation be incomplete, it will be returned to the vendor by the regional inclusion consultant or designate.
4. Monthly disbursements of funding will be issued upon receipt of complete and accurate required documentation.
5. Funding approvals, including renewal, annual and [amendment requests](#) are subject to budget availability.

[Back to Top](#) Staffing Grant

1. Where a child care service is approved for staffing grant supports, the child care service provider must submit a [Child Care Inclusion External Invoice](#) and:
 - i. A Child Attendance Record which includes the child(ren)'s initials (those being supported by the inclusion program and which consent was received) and indicate their daily presences and absences for the service period indicated on the invoice. No other identifying information for the child(ren) being supported by the inclusion program or other children attending the child care service should be submitted. This record would be similar to that of the subsidy attendance record;
 - ii. A [Verification of Wages and Benefits](#) form (A [Verification of Wages and Benefits Calculator](#) is available to assist child care services in the proper allocation of

employer's contributions when the total approved hours have to be separated over more than one [Verification of Wages and Benefits](#) form)

- iii. Paystubs;
 - iv. Employee Time Sheets which includes the:
 - a. [Employees](#) name (the [additional caregiver](#)/replacement caregiver/substitute identified on the VOWB/VTRF, Schedule B and Support Request Details form); and
 - b. Dates, start and end time, and the total number of hours worked under the inclusion program for each day during the service period indicated on the invoice; and
 - v. Documentation as required via the Child Care Subsidy Program for payments associated with child care service closures (where applicable).
2. Remuneration of Staffing Grant supports are issued via an initial advance payment and then subsequent monthly payments upon monthly submissions a [Child Care Inclusion External Invoice](#) and supporting documentation.
 3. The initial advance payment is eighty per cent (80%) of the first four (4) weeks of eligible funding. The advance payment will be processed within the first four (4) weeks of the term of the **Child Care Inclusion Program Service Agreement**.
 4. The advance payment:
 - i. Is calculated using the weekly amount approved under the Agreement multiplied by four (4) weeks, multiplied by eighty per cent (80%);
 - ii. Will be reconciled when there is 5 weeks remaining of the **Child Care Inclusion Program Service Agreement** or earlier if requested by the child care service as indicated on a [Child Care Inclusion External Invoice](#);
 - iii. Can be deducted from any **Child Care Inclusion External Invoice** when requested by the child care service with the exception of invoices claiming expenditures for the last four (4) weeks of the **Child Care Inclusion Program Service Agreement**;
 - iv. Will be reconciled against the child care service's actual expenditures of the first four (4) weeks of the **Child Care Inclusion Program Service Agreement** regardless of when the reconciliation is requested or processed;
 - v. Where not previously reconciled, the total submitted amount on the [Child Care Inclusion External Invoice](#) in the month prior to the last four (4) weeks of the **Child Care Inclusion Program Service Agreement**, less any advanced payment will be issued; and
 - vi. Will be reconciled in its full amount one time only.

5. Subsequent payments:
 - i. Requires the child care service provider to submit a [Child Care Inclusion External Invoice](#) together with all supporting documentation as identified on the [Child Care Inclusion External Invoice](#) at the end of each month during and including the month in which the term of the **Child Care Inclusion Program Service Agreement** ends; and
 - ii. Will be paid, insofar as the amounts invoiced are supported appropriately in accordance with the Inclusion Policy, for each month, except the month prior to the last four (4) weeks in which the term of the **Child Care Inclusion Program Service Agreement** ends.
6. [Child Care Inclusion External Invoices](#) must be received within 30 days of the required dates as identified in this policy and procedures manual, the termination of the Agreement, or within 15 days of the end of the [fiscal year](#) in which the funding was approved, whichever is first. For the purposes of the **Child Care Inclusion Program Service Agreement**, a [fiscal year](#) is April 1 to March 31 of a calendar year.
7. Should information on the [Child Care Inclusion External Invoice](#) not be correct/valid or support documentation be incomplete, it will be returned to the vendor by the Regional Inclusion Consultant or designate.
8. Monthly disbursements of funding will be issued upon receipt of complete and accurate required documentation.
9. The [Department](#)'s financial commitment is limited to the approved amount set out in the Approval of Child Care Inclusion Program Support - Schedule A.
10. Funding is based on the terms and conditions of the **Child Care Inclusion Program Service Agreement**, a repayment schedule will be required where the child care service has not met the terms and conditions of the Agreement.
11. Funding approvals, including renewal, annual and [amendment requests](#) are subject to budget availability.

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GLOSSARY OF TERMS

The following terms are used throughout the *Child Care Inclusion Program Policy and Procedures Manual*, and the associated [Child Care Act](#) and [Regulations](#). The first time one of these definitions appears in each policy, it is hyperlinked to this glossary for ease of reference. This glossary is provided as an alphabetical listing of terms used in the following policies that may require explanation.

| Term | Definition |
|---|--|
| ABC Recording Template | A document used to records observations of an antecedent (event that occurs before the behavior), behavior and consequence. |
| Action Plan | A document developed by Regional Inclusion Consultant or designate and signed by the Administrator/Licensee which identifies the steps required and the goals and objectives to enable the service to meet the needs of all of the children in their child care service. |
| Additional Caregiver | A caregiver employed by the child care service that enhances the caregiver to child ratio required under the Child Care Act and Regulations and who works directly with the children and directly related to the delivery of an inclusive child care program. |
| ADM | Assistant Deputy Minister of the Department of Education and Early Childhood Development. |
| Administrator | A person designated under sections 55 or 69 of the <i>Child Care Regulations</i> with specific qualifications and duties in relation to a child care centre or family home . This person was referred to as the Operator in the previous <i>Child Care Services Act</i> . |
| Affiliated Child Care Service Provider | A person who is a child care service provider and operates a child care service in a family home and who holds an Approval Certificate issued by an Agency (This person was referred to as a Provider in previous legislation) |
| Agency | A not-for-profit organization that holds a Licence to approve family child care homes. |
| Amendment Request | A request for a change in a currently approved support. The length of approval periods for amendment approvals must follow that of renewal and annual time frames. |
| Annual Request | A request for a previously approved support that has been in place for one calendar year, is about to end and is being recommended to continue with no break in service. Annual requests can be approved up to a maximum of 24 weeks and cannot be renewed beyond one calendar year from the annual approval date. |

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| Caregiver | A person who provides care or supervision or both to children while they are participating in a child care service. A caregiver does not include a student or volunteer. The caregiver would be considered part of the caregiver to child ratio . |
| Caregiver to Child Ratio | The number of children that may be cared for by one caregiver . This number is dependent on legislated group size and the age or ages of the children participating in the child care service. |
| Certification | Refers to the certification granted under Part II of the Child Care Regulations . |
| Child | A person under 13 years of age. |
| Child Care Act | An act to regulate child care services in the province of Newfoundland and Labrador. |
| Child Care Centre | A facility in which a child care service is operated and does not include a child care service operated in a licensed or approved family home . |
| Child Care Inclusion Program Service Agreement | A legal contractual agreement in relation to inclusion services between the Department and the child care service. |
| Child Care Service | An activity or other arrangement that provides temporary care or supervision of a child as defined by the Child Care Act and Regulations , e.g., Child Care Centre or Family Home . |
| Child Development | Considers children's individual needs, chronological age and stage of cognitive, physical, emotional and social development. |
| Confidential | To be entrusted, restricted and kept private. Pertains to information that is shared only where there is expressed consent from a child's parent/guardian. |
| Consultative Support | The provision of guidance and information to assist eligible child care services in identifying and accessing resources to plan and ensure all children can participate to their fullest potential in a regular child care service program. Where recommended by a Regional Inclusion Consultant or designate and approved, consultative support can be provided through face-to-face meetings and other methods of communication. |
| Department | The Department of Education and Early Childhood Development. |
| Documentation | Materials that provide information or evidence that serves as a record. |

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| Employee | A person who is employed by a child care service including a person whose services are under contract including an Administrator and a caregiver . |
| Exceptionalities | Refers to patterns of strengths and needs, which are outside those that are common to groups of children (diagnosed or undiagnosed). The strengths and needs may fall within one or more of the following domains: developmental, cognitive, social-emotional, behavioural, sensory, physical or medical. |
| Family Home | A facility in which a child care service provider lives and operates his or her child care service. |
| Fiscal year | The provincial government business year which runs twelve months from April 1 st of any given year until March 31 st of the following year. |
| Funded Space | Financial support to assist with cost of a child care service keeping a vacant space empty to enhance the caregiver to child ratio in the impacted home/ homeroom . |
| Homeroom | A homeroom referred to in section 53 of the Child Care Regulations and is a room in a child care centre which is designated for specific children and caregivers where the majority of the daily program is implemented. |
| Inclusive Practices | Practices that support the rights of all children, regardless of their diverse needs or abilities, to participate fully in a regular program. |
| Individual Program Plan | A written plan developed and implemented by an Administrator/caregiver that is specific to the strengths and needs of an individual child. The plan includes input from the child's community of care team, including the child's family, child care staff, and other professionals involved with the child. The plan identifies short and long terms goals and methods to build capacities and capabilities. |
| Initial Application | The very first request for inclusion supports. Initial requests can be approved up to a maximum of sixteen (16) weeks . |
| Inspector | A person under the Child Care Act who has the qualifications and experience set out in the Child Care Regulations . (Inspectors shall exercise the powers and perform the duties and functions conferred or imposed on them by the Child Care Act and Regulations) |
| Licensee | A child care service provider or agent who holds a licence under the Child Care Act . |

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| Multi-Disciplinary | The combination or involvement of two or more professionals, of different disciplines, in an approach to planning for individualized needs. |
| Observation | The collecting of factual and objective information for an intended purpose, including developing plans, determining appropriate resources, assessing for cause and effect, organic, environmental, or developmental factors. |
| Professional Learning | Specific and targeted learning to improve professional knowledge, competence, skill and effectiveness. |
| Professional Learning Support | Financial support to assist with the cost of caregivers accessing professional learning relevant to the needs of the home/homeroom. It may include professional learning fees and some associated travel. |
| Provincial Director | The person appointed under the <i>Act</i> as the Provincial Director of Child Care. |
| Regional Inclusion Consultant | An employee of the Department of Education and Early Childhood Development with the skills and qualifications to inform and support inclusive principles and practices. |
| Regional Manager | A person under subsection 5 (1) of the <i>Act</i> . The manager's duties are conferred under the legislation. |
| Regulated Child Care Service | A child care service which has been issued a valid child care licence or approval certificate from an Agency holding a licence, e.g., child care centre or family home . |
| Renewal Request | A previously approved support that is about to end and it is being recommended to continue with no break in service. Supports cannot be renewed beyond one calendar year from the initial approval date or annual approval date. |
| Replacement Staff | Financial assistance associated with the cost of a child care service employee participating in a multi-disciplinary meeting or professional learning opportunity. This may also include some associated travel . |
| Staffing Grant | Financial assistance associated with the cost of wages and benefits for an additional caregiver to be added to the team in the impacted home/ homeroom to enhance the caregiver to child ratio . |

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| Transitional Planning | A plan developed in advance of a transition intended to support children with exceptionalities through the change process. A multi-disciplinary approach should be used including parents, early intervention specialists, early childhood educators, inclusion consultants, and other professionals who can support a successful and inclusive transition from one environment to another. |
| Team/Planning Meeting | The combination or involvement of caregiver 's or staff, working within the same child care service or under the same Licensee , in an approach to planning for the individual and group needs of children. |
| Travel | Modes of transportation to and from a multi-disciplinary meeting or professional learning venue. Travel costs can be covered via taxi receipt or Kilometers travelled based on the basic rate as determined per Government Directive. |

Appendix A

External Forms/Resources Listing and Location

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External Forms Listing and Location

| Form Name | Location |
|---|---|
| Child Care Inclusion Consent to Obtain/Release Information | https://www.gov.nl.ca/education/files/Child-Care-Inclusion-Consent-to-Obtain-Release-Information.pdf |
| Child Care Inclusion External Invoice | https://www.gov.nl.ca/education/files/Child-Care-Inclusion-External-Invoice.pdf |
| Child Care Inclusion Program Application | https://www.gov.nl.ca/education/files/Child-Care-Inclusion-Application.pdf |
| Child Care Inclusion Verification of Travel, Replacement Staff, Professional Learning or Funded Space | https://www.gov.nl.ca/education/files/Child-Care-Inclusion-Verification-of-Travel-and-Replacement-Staff-or-Funded-Space.pdf |
| Child Care Inclusion Verification of Wages and Benefits | https://www.gov.nl.ca/education/files/Child-Care-Inclusion-Verification-of-Wages-and-Benefits.pdf |

Resource Listing and Location

| Resource Name | Location |
|---|---|
| ABC Recording Template | https://www.gov.nl.ca/education/files/publications/childcare_abc_recording_sheet_template.doc |
| ABC Template Information Sheet | https://www.gov.nl.ca/education/files/publications/childcare_abc_template.docx |
| Child Care Inclusion Individual Program Plan | https://www.gov.nl.ca/education/files/publications/childcare_cc_inc_individual_program_plan.pdf |
| Child Care Inclusion Transition Guidelines and Planning | https://www.gov.nl.ca/education/files/publications/childcare_transition_guidelines_and_planning.pdf |
| Frequency Recording Chart Template | https://www.gov.nl.ca/education/files/publications/childcare_frequency_recording_chart.doc |
| Parent/Guardian Notice of Inclusion Service Agreement Sample Template | https://www.gov.nl.ca/education/files/Parent-Notice-of-Inclusion-Service-Agreement-Sample-Template.pdf |
| Supplier and Maintenance Setup Form | https://www.gov.nl.ca/fin/files/forms-supplier-setup-maintenance-form.pdf |