

Policy - Purchasing Equipment on Behalf of Child Care Programs

In cases where equipment is requested by child care programs for a child with special needs, the following conditions apply:

1. The item requested must be for use by a child identified as having special needs and supported by CISS.
2. The equipment can be re-used by child care programs and children in the future.
3. The equipment becomes the property of CISS.

Procedure for purchasing equipment on behalf of child care programs

1. Child care programs provide CISS with a written request describing the item as well as an estimate of cost.
2. Funding is allocated on a first-come, first-served basis based on available funds.
3. CISS Secretary adds the item to the Resource Mate equipment list upon purchase and takes responsibility for labelling item as CISS property.

* Please note that no permanent adaptations or alterations to a building will be considered for reimbursement.