

Policy - Enhanced Staff Support Funding

Children's Inclusion Support Services will provide Enhanced Staff Support Funding (ESSF) to licensed child care programs for any child under 12 years of age who qualifies for CISS services, providing the request meets the eligibility criteria for ESSF and based on available funding resources.

Once the ESSF application has been received by CISS, reviewed and if deemed eligible, it will be added to the waitlist.

The Program Assistant (PA) is a contract employee of the **individual** child care program. The PA is an additional support to the GROUP and is not to be included as part of the ratio. The PA's role is to assist the educators/providers in the child care setting with the inclusion of a child who has identified special needs.

CISS will fund up to a maximum of seven hours a day based on expressed needs and availability of funds.

Child care programs bill according to the hours and days confirmed in the contract regardless of the child's attendance due to **unplanned illness** to a maximum of five consecutive days. In the case of **planned** hospitalization/convalence/holidays, the child care program will give due notification to the PA regarding his/her return date to work.

A plan for support and evaluation will be developed with the ultimate goal being that the child care program is able to meet the needs of the child without the need for Enhanced Staff Support Funding.

Eligibility for Enhanced Staff Support Funding

Enhanced Staff Support Funding is available to child care programs supporting a child(ren) with a significant:

- 1) Physical/medical challenge(s) which impacts on his/her mobility and self care.
- 2) Unsafe Challenging Behaviours which results in causing serious harm or injury to themself(ves) or others, may cause damage to the environment, or is disruptive to the group compromising the safety and supervision of themself(ves) and others.
- 3) Safe Challenging Behaviours which do not result in causing harm or injury to themself(ves) or others but which require direct support by an adult for the majority of time the child(ren)is/are in child care.

Without this support, the child(ren) would be unable to participate in the routines and activities of the child care program.

Elements to be considered by CISS when an application is received:

- * needs of the child(ren)
- * other resources available to child care program
- * available funding
- * date of application
- * number of children with special needs in a group who's individual needs meet the eligibility for ESSF
- * physical environment of the child care centre/home child care

Child Care Programs Responsibilities:

- * to meet the developmental/educational needs of every child
- * to submit an ESSF application as soon as possible including an application for PD days/school holidays and summer if needed
- * to hire the Program Assistant (PA)
- * to ensure the PA becomes familiar with the policies and procedures of the child care program, the curriculum, and all of the children within the group
- * to provide supervision and direction to the PA and ensure that all educators communicate effectively with the PA
- * to ensure that all members of the teaching team and Program Assistant, support and interact with every child
- * to inform the Resource Consultant of any changes to the child's attendance or base supply teacher rate
- * to ensure that the Employment Standards Act is followed for contract employees
- * to adhere to the terms of the agreement as stipulated in the ESSF contract
- * to contact the Resource Consultant for renewal of contract at least two weeks prior to date specified or at any time throughout the length of the contract as support needs change
- * to discuss/request funding for additional hours with the Resource Consultant to attend specific meetings

- * to identify by **May 15th** of each year any additional summer hours that may be required for school age children to the Resource Consultant if there is an existing contract.
- * to identify by **August 15th** of each year any additional PD day and school holiday hours for school age children that may be required to the Resource Consultant if there an existing contract.
- * to submit the invoice and the monthly attendance sheet by the 10th day of the next month to invoice-facture@afchildrensservices.ca

Resource Consultant Responsibilities:

- * to regularly monitor/review the ongoing need for ESSF with the Educators/Director/Home Child Care Provider/Home Child Care Consultant
- * to provide information about the role of the PA
- * to provide ongoing support/training related to the ESSF as discussed in the contract Action Plan
- * to assist in the recruitment and hiring of the PA with the child care program/home child care agency, if requested

CISS Responsibilities:

- * to review the child care programs application for ESSF to determine eligibility
- * to provide an electronic contract outlining the details of this agreement along with an electronic monthly invoice

Reimbursement: CISS will reimburse the child care program for the cost of the Program Assistant with the following conditions:

- * the rate of pay for the PA will be the child care program's base supply teacher hourly rate of pay not including the 4% vacation pay
- * the child care program has notified CISS of any anticipated change in rate of pay through a contract review. The new rate of pay will be implemented on the revised contract if funding is available.
CISS will not pay retroactively
- * the benefits paid will be the benefits paid to supply staff

- * the child care program submits a monthly invoice. Invoices and monthly attendance sheets are to be submitted by the 10th day of the next month to invoice-facture@afchildrensservices.ca. The invoice does not exceed the amount stated in the contract. Child care programs bill according to the hours and days confirmed in the contract regardless of the child's attendance due to **unplanned illness** to a maximum of five consecutive days
- * the child care program has requested additional hours, (**up to two hours per month**), to fund the PA's attendance at pertinent meetings by contacting the Resource Consultant prior to the meeting.

CISS will forward payment to the child care program within thirty days upon receipt of the invoice and attendance sheet. Programs are encouraged to use the Direct Deposit option whenever possible. Please refer to section # 7 for more information.

CISS will forward revised invoices, in the month of January of every year, which will provide the correct percentages for the employer's costs for CPP and EI when there are changes.

Contract Reviews:

Prior to the review date stated on the contract, the Resource Consultant will contact the child care program to set up a date and time for the review. By using the contract review form, in consultation with the Director/Home Child Care Consultant, the Resource Consultant will identify the revisions to the current contract. Any modifications, continuation or termination of contract will be recommended to the CISS Director and any changes to the contract will be based on ongoing needs and the availability of funds.