

Policy - Reimbursement of Supply Educators

There are times when a meeting with a Resource Consultant and/or a Behaviour Consultant is necessary. In the event that such a meeting is being contemplated, the Director of the child care program may request funding to hire a supply educator to cover ratio, so that an Educator can attend the meeting. The conditions and process for claiming this time are outlined as follows:

1. All meetings must be **pre-approved** by the Resource Consultant.
2. The Educator will be covered by a supply teacher under the following conditions:
 - meeting with a Resource Consultant and/or a Behaviour Consultant
 - meeting with a Therapist
 - case conference which is organized by CISS
 - onsite training as approved by CISS
3. **A maximum of two hours** (per child supported by CISS) **can be claimed monthly**.
4. Only the Educator working directly with a child supported by CISS will be covered with this policy to attend meetings.
5. **Directors** are not eligible for reimbursement.
6. Child care programs must submit the appropriate invoice at the end of each month.
7. All hours claimed will be reimbursed at the base supply teacher rate of pay of the child care program, including the employer portion of mandatory benefits and the 4% vacation pay.