



Quality Inclusive  
Support Services  
Services de soutien  
inclusif de qualité

## Manual

# Quality Inclusive Support Services for Licensed Child Care & Accredited Camp/Recreation Programs

Electronic Application, supporting documents and resources can be found at  
[CLH Developmental Support Services- Licensed Childcare Resources](#)

**Quality Inclusive Support Services is intended to support the inclusion of children 0-12 years of age with health, safety and/or mobility needs in both Non-Profit and For-Profit licensed child care centres, licensed home child care, accredited camps/recreation programs.**

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## WHAT IS QUALITY INCLUSIVE SUPPORT SERVICES?

It is a program designed to provide Licensed Child Care & Accredited Camp/Recreation Programs with funding to enhance their inclusive practices.

Quality Inclusive Support Services is available to support the Early Learning Professionals in enhancing their relationships and skillset to support all children identified on the application, while ensuring an inclusive early learning environment for all children attending their program. It is offered to both Non-Profit and For-Profit programs to provide additional funds to hire supplemental staff for the duration of a contract period.

## PHILOSOPHY AND GUIDING PRINCIPLES

Quality Inclusive Support Services is derived from the guiding principles of CLH Developmental Support Services; Diversity & Accessibility, Partnership & Collaboration, Quality, Open Communication and Lifelong Learning.

### Diversity & Accessibility

We promote a vision of society that is inclusive and that supports the rights of all persons. We are welcoming and inclusive, and a role model for diversity and accessibility. We demonstrate, through our partnerships and community involvement, that people with developmental support needs are citizens who have contributions to make to society.

### Partnership & Collaboration

We find strength in a multitude of ideas and perspectives and achieve our goals through effective collaboration. We are united as a group in our purpose, social cause and support each other to achieve collective outcomes. We develop and nurture collaborative, positive relationships with each other and with our partners, and work together to enhance the quality of life of the individuals we support and their families.

### Quality

We measure our success and promote continuous improvement, ensuring quality in all aspects of our work. We have high standards for program delivery and focus on best practices in all we do.

### Open Communication

We are committed to transparent communications with each other and with our partners in order to build trust, to create a positive environment, and to be unified in achieving our Vision and Mission. We communicate effectively with the individuals we support, providing them with the ability and opportunity to make informed choices.

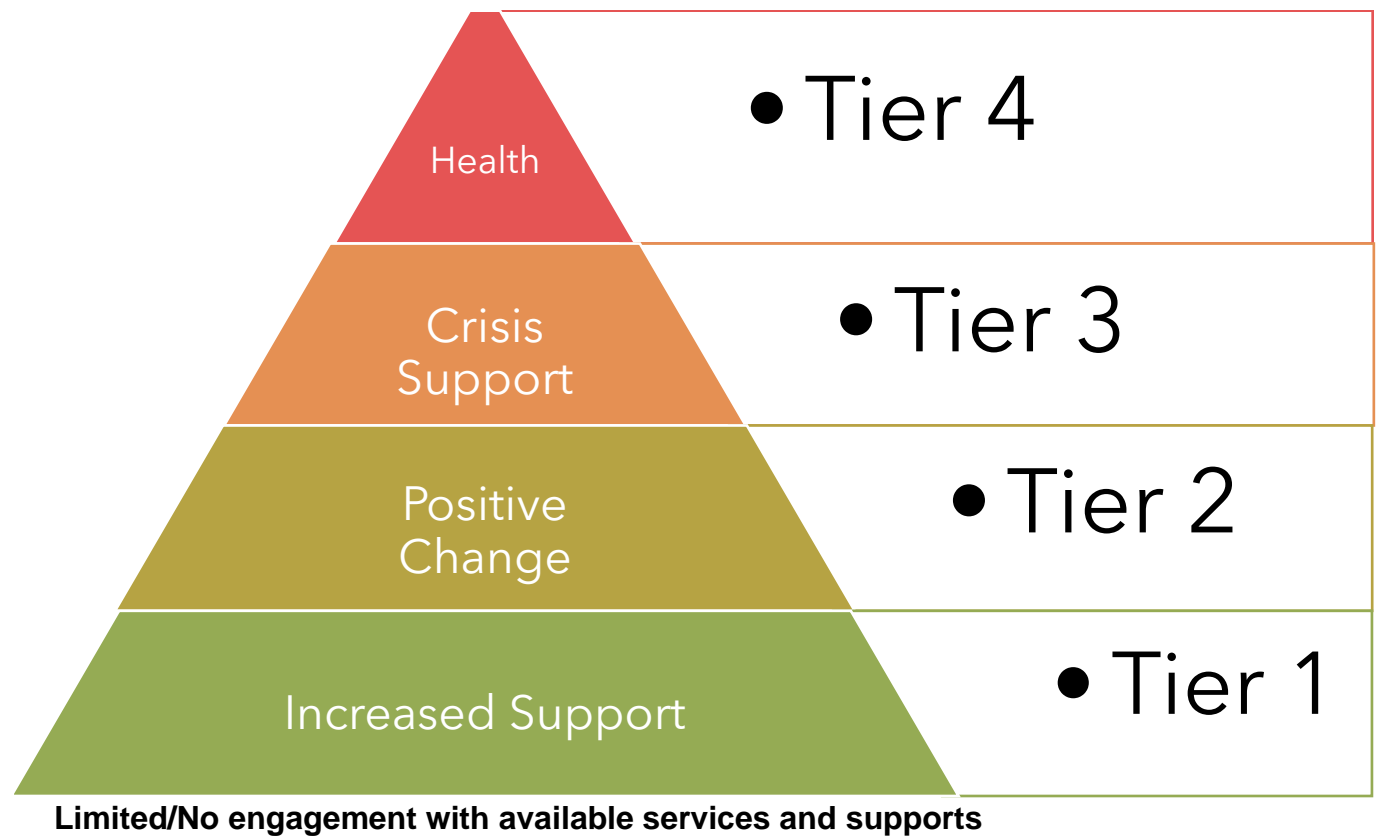
## Lifelong Learning

We believe that individuals should have continuous learning opportunities to fulfill their aspirations, to contribute to society and to create meaning at every stage of their life.

### OBJECTIVES

- To support the inclusion of children 0-12 years of age in Licensed Child Care & Accredited Camp/Recreation Programs via resource allocation in accordance to establish guidelines.
- To evaluate levels of need within classrooms
- To support/enhance collaboration within the early learning system and with Early Intervention partners in Simcoe County.
- To empower Licensed Child Care & Accredited Camp/Recreation Programs to enhance the capacity within their programs to meet all children’s needs.

### FUNDING MODEL



## CRITERIA AND ELIGIBILITY

### Tier 1

**Within this tier we will be ensuring Licensed Child Care & Accredited Camp/Recreation Programs are accessing foundational support to ensure their success**



Increased  
Support

All Licensed Child Care & Accredited Camp/Recreation Programs must:

- Have a current signed Statement of Relationship with Simcoe County Resource Consultation Services.
- Access or increase Resource Consultant general or child-specific consultation.
- Create an environment of collaboration with the families and staff in the program, committing to a partnership approach with Simcoe County Resource Consultation Services and/or Early Intervention partners.
- Identify & implement goals and intervention strategies within the program.
- For children 0-4 years of age identified on the application that are not on Resource Consultant caseload, Early Learning Professionals will continue to provide information to families through the Early Screening Matters initiative.
- Base their eligibility for requiring support beyond what is currently available and accessible to the Licensed Child Care & Accredited Camp/Recreation Programs.
- For School Age Applications: Make connections with school board staff to discuss strategies used in school (with consent).
- Access available training/professional development.
- Access available resources/equipment via lending libraries.

It is important that all other options are explored before applying for Quality Inclusive Support Services.

Applications for Quality Inclusive Support Services will be accepted from Licensed Child Care & Accredited Camp/Recreation Programs where additional support is required related to health safety and/or mobility.

## Eligibility for Tier 2-4

In order to qualify for Quality Inclusive Support Services beyond Tier 1- Increased Supports, the classroom must be currently operating at 80% or higher of the maximum ratio for the specified age group.

Ratio Thresholds		
Program Type	Ratio	Minimum 80% Allowance
Infant	1:3	1:3, 2:4
Toddler	1:5	1:4, 2:8, 3:12
Preschool	1:8	1:6, 2:12, 3:19
Kindergarten	1:13	1:10, 2:20
School Age	1:15	1:12, 2:24
Home Care	1:6	1:5

Needs in the Licensed Child Care & Accredited Camp/Recreation Programs must be specifically related to the following:

- **Safety:** the child requires supervision above and beyond that which is usually required for a child of a similar age (e.g., runs away, self-abusive, aggressive).
- **Mobility:** the child requires adult assistance to access the early learning environments.
- **Health:** the child has a serious health condition (e.g., uncontrolled seizures, g-tube)

## Tier 2

**Within this tier the focus will be creating positive change within the classroom**



Positive  
Change

Needs in the Licensed Child Care & Accredited Camp/Recreation Programs must be specifically related to the following:

- **Safety:** the child requires supervision above and beyond that which is usually required for a child of a similar age (e.g., runs away, self-abusive, aggressive).
- **Mobility:** the child requires adult assistance to access the early learning environments.

Funding will be provided for up to 4 months. Programs will set goal(s) to achieve while accessing funding.

A reflection within the Quality Inclusive Support Services Action Plan must be completed at the end of the contract period.

The reflection allows us to gather data on the goals that have been identified during the initial meeting and provides insight into the use of Quality Inclusive Support Services funding.

If programs propose a need for continued funding following their current contract period, they will be required to submit the Quality Inclusive Support Services Action Plan along with a new application 3 weeks prior to the end date of their current contract period in order to avoid a disruption to service.

### **Tier 3**

**Within this tier the focus will be on moving programs out of crisis situations**



Funding will be provided for up to 2 months. Programs will set the goal of moving out of crisis while accessing funding.

Quality Inclusive Support Services defines crisis as a time of intense difficulty where child(ren) are at immediate risk of termination and/or educators are unable to implement any strategies due to ongoing extreme safety concerns.

A reflection within the Quality Inclusive Support Services Action Plan must be completed at the end of the contract period.

The reflection allows us to gather data on the goals that have been identified during the initial meeting and provides insight into the use of Quality Inclusive Support Services funding.

If programs propose a need for continued funding following their current contract period, they will be required to submit the Quality Inclusive Support Services Action Plan along with a new application 3 weeks prior to the end date of their current contract period in order to avoid a disruption to service.

Any applications immediately following a contract period of tier 3-Crisis Support would be considered for tier 2- Positive Change support.

### **Tier 4**

**Within this tier the focus will be on support for children with significant health needs deemed to meet the outlined health criteria**



In order to meet Health criteria children must meet 3 or more of the following;

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- Receiving nursing support through Home and Community Care Support Services
- Patient of complex needs/palliative teams through a hospital, such as Royal Victoria Regional Health Centre (RVH), Orillia Soldiers Memorial Hospital (OSMH), The Hospital for Sick Children (Sick Kids)
- Chronically poor health involving frequent medical and/or nursing care
- Eligible to receive at least two therapy services to help children with feeding and swallowing, such as occupational therapy (OT), physical therapy (PT), speech-language pathologists (SLPs)
- Significant reliance on caregivers (24/7 supervision, even during sleeping)
- Have one or more of the following; vision or hearing impairments, medical technology use (such as ventilator, oxygen or cough assist, G-Tube, etc.) or dependence on technological devices to assist activities for daily living and communication

Funding will be provided for up to 6 months at increased hours. Programs will be required to set goal(s) related to the health support being provided to the child(ren).

Any change to the child's needs will require a meeting to reassess the health criteria eligibility. Should the child be absent or leave care for any reason funding would be paused or discontinued.

A reflection within the Quality Inclusive Support Services Action Plan must be completed at the end of the contract period.

The reflection allows us to gather data on the goals that have been identified during the initial meeting and provides insight into the use of Quality Inclusive Support Services funding.

If programs propose a need for continued funding following their current contract period, they will be required to submit the Quality Inclusive Support Services Action Plan along with a new Application 3 weeks prior to the end date of their current contract period in order to avoid a disruption to service.

## GUIDELINES

- Quality Inclusive Support Services is intended to be a short-term support while inclusive practices are enhanced.
- Resources are not available to support the child's full hours of care.
- Applications may be submitted at any time. Approvals will be based upon available resources.
- Funding will support an agreed upon hourly rate up to a maximum of \$19.55. Wages must be paid in their entirety to the Inclusion Support Assistant. The rate paid to an Inclusion Support Assistant is at the discretion of the Licensed Child Care & Accredited Camp/Recreation Program operator based on policies for their organization. When reconciling funds, indicate only funding approved through Quality Inclusive Support



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Services for the approved hours and do not include any additional contribution above \$19.55.

- A percentage of the Operator's Statutory Cost will be supported, up to a maximum amount. (Operator Statutory Costs are the mandatory employer costs for CPP, EI, WSIB, etc.)
- Funding allocations will be reimbursed monthly for the approved contract period.
- Within Licensed Childcare applications, the Resource Consultant listed as the first Resource Consultant on the application will review and acknowledge all applications submitted by uploading their signature. Any Licensed Child Care application that does not have Resource Consultant acknowledgment will not be eligible to be reviewed or approved.
- Within the Licensed School Age & Accredited Camp/Recreation Program applications, Resource Consultants are not required to review/sign prior to submission. Requesting Resource Consultation prior to submission of an application is required.
- Only the on-line Application and Manual may be used. Refer to the CLH Developmental Support Services Licenced Child Care Centre Resources webpage for the most current version.
- Should a waitlist develop due to depletion of funds, an email will be distributed to all Licensed Child Care & Accredited Camp/Recreation Programs. Programs should continue to submit applications, all requests for funding may be considered based on the level of need identified in the application should funds become available.
- Any licensing non-compliance issues found in applications will be addressed with the Licensed Child Care & Accredited Camp/Recreation Programs, the County of Simcoe and Ministry where necessary.
- Any other extenuating circumstances will be reviewed and considered for funding at the sole discretion CLH Developmental Support Services
- Inclusion Support Assistants will be permitted to provide brief sensory breaks.
  - Quality Inclusive Support Services defines sensory breaks as an opportunity for child(ren) to be away from the group for no longer than 10 minutes. Programs are expected to work towards transitioning these supports to happen with the rest of the group present.
- Staff members hired as an Inclusion Support Assistant must meet the age requirement as per the Child Care and Early Years Act 2014 (CCEYA).
- Programs will need to actively strive towards achieving the identified goals within the Quality Inclusive Support Services Funding Action Plan. Progress towards the achievement

of these goals will be captured in the reflection that is to be returned at the end of the funding contract.

## **RELATIONSHIPS/ACCOUNTABILITY STRUCTURE**

### **Role of CLH Developmental Support Services – Quality Inclusive Support Services**

- To administer the allocation of available funds using an unbiased commitment for the good of all programs.
- To organize meetings with all programs who submit an application.
- To review eligibility and collaborate with the Licensed Child Care & Accredited Camp/Recreation Programs to identify goals and next steps.
- To report on a quarterly and annual basis, data on the Special Needs Resourcing Inclusion Support funding (Quality Inclusive Support Services) to the County of Simcoe.
- To engage with Simcoe County Resource Consultation Services to confirm Resource Consultant support in the classrooms identified in applications.

### **Role of Simcoe County Resource Consultation Services**

The primary role of Simcoe County Resource Consultant Services is to collaborate with Licensed Child Care & Accredited Camp/Recreation Programs in Simcoe County to create an inclusive environment.

- To collaboratively complete the Quality Inclusive Support Services Application with the Licensed Child Care Centre/Program.
- To review applications with Licensed Child Care Centres before the application is submitted.
- To provide increased support to Licensed Child Care & Accredited Camp/Recreation Programs where appropriate.

### **Role of Licensed Child Care & Accredited Camp/Recreation Programs**

- To inform Quality Inclusive Support Services of any changes to the approved application. (needs change, children leave or change classrooms, classroom ratios change etc.)
- To notify CLH Developmental Support Services when an Inclusion Support Assistant is not yet in place.
- To notify parents their children have been included on the application.
- To collaborate with the Quality Inclusive Support Services Coordinator to identify goals and next steps.
- To actively work towards the achievement of agreed upon goals outlined within the Funding Action Plan during the contract period.
- To complete required forms within identified timelines.
- To complete Funding Action Plan at the end of the contract period.
- To fulfill all requirements outlined in the Quality Inclusive Support Services Memorandum of Service Agreement (MSA).

## **Role of Inclusion Support Assistants**

An Inclusion Support Assistant is an additional staff in a Licensed Child Care & Accredited Camp/Recreation Programs.

- To support the whole group of children allowing the Early Learning Professionals to provide additional supports within their classroom.
- To be aware of Quality Inclusive Support Services Guidelines as provided by the Supervisor or designate.

## **APPLICATION PROCESS**

In order to apply for Quality Inclusive Support Services an annual review of the Manual and Application is imperative for the Licensed Child Care & Accredited Camp/Recreation Programs in order to ensure a clear understanding of the purpose of the resources.

- The Licensed Child Care & Accredited Camp/Recreation Program supervisors are required to complete the application form. Programs should retain a copy of the application for their files. Completed applications will automatically be sent to the email included within the application upon submission.
- When completing the application, the save and resume later feature may be used. This allows you to enter an email, which will receive a link to application being filled out. This feature can be used to send the application to your Resource Consultant for review or to finish your application at a later date.
- Due to the child specific information being collected, centres are required to inform families whose children are being identified on each application.
- The Quality Inclusive Support Services Coordinator will review applications received. All sections of the application must be complete. Failure to do so will result in a delay in processing your application for resources. Licensed Child Care & Accredited Camp/Recreation Programs will be notified of incomplete applications.
- Following receipt of an application you will be contacted by the Quality Inclusive Support Services Coordinator within 2 weeks. A meeting will then be scheduled with the Licensed Child Care & Accredited Camp/Recreation Programs. During this meeting it will be determined if the application meets the criteria for approval. Should the application meet the criteria for approval, a tier will be determined, along with a start date for funding based upon all information gathered. Applications that fall into tier 2-4 will identify goals within this meeting.
- All applications are reviewed and either approved or denied. Licensed Child Care & Accredited Camp/Recreation Programs will be notified of the decision and reasoning should the application be denied.

- Denied applications may be reconsidered for funding with additional and substantial information provided to support the request.
- Quality Inclusive Support Services acknowledges approval of funding to the Licensed Child Care & Accredited Camp/Recreation Programs. The funding approved and the contract period will be outlined in an approval document.

**Operators should never assume that supports have been approved for indefinite periods of time. At the end of each contract period a new application must be submitted for review.**

- ❖ Failure to use funding according to criteria may result in request for returned funds and/or inability to reapply.

## MONTHLY REPORTING

- A Memorandum of Service Agreement (MSA) and Electronic Funds Transfer (EFT) Form will be emailed for completion and return within 5 business days of receipt.
- Approved funds will be reimbursed monthly after CLH receives a completed Monthly Remittance Form including uploaded invoice & work schedule form(s).
- Each Licensed Child Care & Accredited Camp/Recreation Program will submit a single monthly invoice and work schedule for each classroom.
- One remittance form can be completed for multiple classrooms; however, classrooms must be identified individually within the form.
- Licensed Child Care & Accredited Camp/Recreation Programs submitting an invoice less than the approved monthly allocation will complete the comment section on the work schedule indicating the reason for the unused funds.
- Licensed Child Care & Accredited Camp/Recreation Programs will submit an invoice by the 5<sup>th</sup> of the following month. Any forms received after the 5<sup>th</sup> will result in a delay in payment. Any forms received after the 10<sup>th</sup> of the month may result in your program not being eligible for future funding opportunities. Any forms received past 60 days will no longer be eligible for payment.

**Final invoices for the fiscal year (December) must be submitted by December 10<sup>th</sup>, for payment to be received by December 31<sup>st</sup> of the calendar year. Applicants who are late submitting their invoices will risk ineligibility for Quality Inclusive Support Services for the following fiscal year.**