

<p style="text-align: center;">Rainy River District Social Services Administration Board</p>	<p style="text-align: center;">Policy Area</p> <p style="text-align: center;">CHILD CARE Fee Subsidy</p>
<p style="text-align: center;">QUALITY ASSURANCE</p>	<p style="text-align: center;">Policy Number</p> <p style="text-align: center;">CC-6.26</p>

Policy

The Children’s Services Manager, or designate, of the Rainy River District Social Services Administration Board (RRDSSAB) conducts a file audit on randomly-selected files, of not less than ten percent (10%), on an annual basis to ensure the files are complete and meet legislation and RRDSSAB policy requirements.

Client and Child Care Program surveys will be developed and completed, in order to identify strengths and areas for growth in the Child Care portfolio of the RRDSSAB.

Child Care Programs funded by the RRDSSAB will be subject to regularly-scheduled Operational Reviews at a minimum of every five years, in order to determine compliance with necessary legislation and RRDSSAB policy, and to assist the respective Boards of Directors in their management of Child Care services.

Procedure

1. The Children’s Services Manager conducts a random file audit of RRDSSAB fee subsidy files on an annual basis.
2. The Children’s Services Manager, Children’s Support Services Worker and at least one member of the RRDSSAB Finance Department conducts one Operational Review of a Child Care Program each year, ensuring that each Program is reviewed at least once every five years.
3. Upon completion of the Operational Review, the Children’s Services Manager completes an Operational Review Report which is distributed to and reviewed with the Child Care Program Administrator and Board of Directors.

4. Surveys will be conducted at the direction of the Children's Services Manager for clients and/or Child Care Programs, in order to improve services. The Manager ensures that a summary is completed, identifying strengths and areas for growth, and trends within the Child Care system for planning purposes.

ADOPTION & REVIEW GUIDELINES		
<i>Approved by Res. #118/01 on November 15, 2001</i>		
<i>Reviewed/Revised by Administrative Approval: 08 April, 2004</i>		
<i>Administrative Approval: 30 Dec, 2010</i>	<i>Signature of D. Dittaro, CAO: Donna Dittaro</i>	
<i>Approximate date of next review: February, 2015</i>		
REFERENCES:	POLICY AREA	POLICY NAME AND NUMBER

