

<p>Rainy River District Social Services Administration Board</p>	<p>Policy Area</p> <p><b>CHILD CARE</b> Special Needs Resourcing</p>
<p><b>SPECIAL NEEDS RESOURCING</b></p>	<p>Policy Number</p> <p>CC-8.0</p>

## Preamble

Special Needs Resourcing funds are used primarily to purchase the services of Resource Teachers for children with special needs in licensed Day Nurseries and Private Home Day Care. Resource Teachers assist Child Care Programs in the assessment of children with special needs, and the development and implementation of individualized program plans. Resource Teachers provide support to the child’s regular caregiver in carrying out daily activities, in accordance with the individual program plan, and work with parents to ensure consistency in expectations and approaches. A Resource Teacher may work with several children in more than one location, and will assist the individual child within the larger group.

Special Needs Resourcing funds may be used also to purchase specialized toys and equipment, in support of an individual program plan.

Children with special needs include children with behavioural, physical and/or developmental disabilities or delays.

## Policy

The Rainy River District Social Services Administration Board (RRDSSAB), as Child Care Service Manager in the District of Rainy River, ensures that Child Care Programs provide Special Needs Resourcing, in accordance with Provincial legislation, guidelines and policy, and RRDSSAB policy.

The RRDSSAB encourages the integration of children with special needs into community Child Care Programs with their peers.

The RRDSSAB ensures that Special Needs Resourcing is available to parents at no additional cost. Parents with a child with special needs are not required to pay a higher fee for Child Care Programs.

## Procedure

1. The RRDSSAB enters into a *Service Contract* with a Child Care Program to provide a range of services for children with special needs. The Provider may use the funds to:
  - a) purchase the services of Resource Teachers for children with special needs in Day Nurseries or Private Home Day Care. Depending on the number of children with special needs and the degree of their impairments, the Resource Teacher may work with several children in more than one location;
  - b) purchase specialized toys and equipment, in support of the child's individual program plan;
  - c) complete developmental assessments;
  - d) link with other community agencies & services;
  - e) access an extensive resource library; and
  - f) maintain or provide professional development.
2. The RRDSSAB negotiates an annual operating budget with the Child Care Program for the provision of Special Needs Resourcing which is determined through the RRDSSAB's analysis of the Child Care Program's budget and is based upon service targets.
3. The RRDSSAB may change the payment amount or service targets from time to time, by providing written notice of the changes to the Child Care Program.
4. The RRDSSAB may reduce or terminate payment, if the Child Care Program does not meet financial levels and service targets, established in the *Service Contract* between the RRDSSAB and the Child Care Program.
5. The RRDSSAB collects accurate service and financial targets from funded Child Care Programs on a quarterly basis or as determined by the RRDSSAB. The following must be reported on Special Needs Resourcing on a quarterly basis:
  - a) number of individual children enrolled in Special Needs Resourcing who received service;
  - b) number of assigned staff responsible for the delivery of Special Needs Resourcing. For purposes of calculating full-time equivalents

(FTE), the Child Care Program uses their regular hours of work and the RRDSSAB provides the total FTEs within the approved service;

- c) number of Special Needs Resourcing contracts with Child Care Programs; and
  - d) total cost to the Child Care Program for providing Special Needs Resourcing which is calculated by adding the Child Care Program's total salaries/benefits and other service costs. Any variances between actual spending compared to the agreed-upon budget must be explained in a *Variance Explanation & Action Plan Report*.
6. The Children's Services Manager monitors the Child Care Program's use of funds and recovers surplus funds, as required.
  7. The Child Care Program must meet service targets before reallocating funds to other budget lines, which requires the prior approval of the Children's Services Manager.
  8. The Children's Services Manager conducts random audits of not less than 10% of all files for which monies have been claimed on an annual basis.
  9. The Children's Services Manager ensures, through an annual review and periodic operational reviews, that local practices have been established and implemented by the Child Care Program. The Child Care Program ensures that policies regarding qualifications of Resource Teachers, service standards, file standards (i.e content of files, narrative detail, assessment reports, etc), serious occurrence procedures, and criminal reference checks, etc., are established and available on-site.
  10. When the family of a child with special needs requires fee subsidy for Child Care, the RRDSSAB will place the family on the waiting list, within established priorities for service.
  11. The Children's Services Manager monitors the discharge/termination of children from Special Needs Resourcing by ensuring that Child Care Programs use the following criteria:
    - a) alternative services are accessed;
    - b) the child no longer meets the program criteria;
    - c) the child will be attending school; or
    - d) the child is removed at the discretion of the parent/guardian.

**ADOPTION & REVIEW GUIDELINES**

*Approved by Res. #118/01 on November 15, 2001*

*Reviewed/Revised by Administrative Approval: 08 April, 2004*

*Last Administrative Approval: 30 Dec, 2010 Signature of D. Dittaro, CAO: Donna Dittaro*

*Approximate date of next review: February, 2015*

<b>REFERENCES:</b>	<b>POLICY AREA</b>	<b>POLICY NAME AND NUMBER</b>
	<i>Child Care</i>	<i>CC-2.4 Health &amp; Safety/Repairs and Maintenance</i>
	<i>Child Care</i>	<i>CC-3.0 Serious Occurrence Reporting</i>
	<i>Child Care</i>	<i>CC-3.1 Enhanced Serious Occurrence Reporting</i>
	<i>Child Care</i>	<i>CC-4.0 Criminal Reference Checks for Best Start Hubs</i>