

Re: Application Form Short Term Specialized Support Funding for Child Care

Dear Child Care Service Provider/Resource Consultant Agencies:

The Application Form Short Term Specialized Support Funding for Child Care has been revised.

The following adjustments have been made:

- Application process has been defined at the top of the form
- Addition of program type: full day, half day or extended day
- Addition of specific hours of attendance
- Removal of fee subsidy check box
- Addition of parent care needs check box
- Inclusion of Resource Consultant Summary Report on the form
- Addition of parental signature to the form, to ensure informed parental consent

Please delete previous versions of these forms, use these instead.

Please email completed forms to helen.lake@niagararegion.ca or by fax to Niagara Region Children's Services 905-984-4463 (long distance 1-905-984-4463). Alternately, the completed forms may be mailed to the address above.

Now that parental signature has been added, forms will need to be scanned and attached to an email. There are staff on intake Monday-Friday, so completed forms will still be processed in a timely manner.

INTENT OF SPECIALIZED FUNDING APPROVAL:

1. Specialized funding is approved for 3 months at a time and is designed to be short term. The intent is to gradually reduce hourly coverage over a period of months with a maximum support for a child/group of children approval of 6 months. However, each case is reviewed individually. The goal is for the child to be successful within current staff: child ratio's and within their same aged peer group.
2. When specialized funding is approved, the child care program can temporarily hire an additional staff to support an inclusive program. The child care program is responsible for the temporary employment of the specialized support assistant. Niagara Region will not be responsible for reimbursement for specialized support provided by the program prior to the date of written approval. The approved rate of pay is inclusive of any required deductions.
3. The regular program staff are responsible for the child's developmental programming and any recommended environmental adaptations. The specialized support assistant is to complement current staff ratios and to support the child and staff.
4. Hours of support are based on the child's attendance. The child care program will be reimbursed only for days when the child is in attendance. Attached is the Specialized Support Funding Invoice for the child care program to complete and send with a record of child's attendance to Jackie Galloway, Children's Services at the end of each month.
5. Parents have the right to appeal funding decisions through the child care program to Children's Services.

If you have any questions please do not hesitate to call me at 905-980-6000, ext. 3823.

Yours truly,



Helen Lake, RECE, RT