

September 28, 2018

Dear Child Care Service Provider/Resource Consultant Agencies:

**Re: Process for Short Term Specialized Support Funding for Child Care:**

During the summer, the Inclusive Child Care Supports Task group met several times, with input from the Early Childhood Community Development Centre. The task group consisted of Resource Consultant/Behaviour Consultant Agency and Child Care program representation. The purpose of these meetings was to review and update the Short Term Specialized Support Approval process.

Effective September 4, 2018, the following process will be in place:

1. The child care program will continue to complete the application in collaboration with the Resource Consultant/ Behaviour Consultant. The completed form is shared with the child's parents/guardian, and written consent is obtained.
2. The completed form can be sent electronically to Helen Lake at [helen.lake@niagararegion.ca](mailto:helen.lake@niagararegion.ca) and copy [Ashley.boyle@niagararegion.ca](mailto:Ashley.boyle@niagararegion.ca) or it can be faxed to Niagara Region Children's Services: 905-984-4463 (1-905-984-4463), Attention: Helen Lake, Manager, Children's Services.
3. The child care program, Resource Consultant/Behaviour Consultant and Special Projects Coordinator (SPC) will be notified via e-mail by the Manager, Children's Services if the application has been approved for a 12 week period. The hours and days for the first 6 weeks will be confirmed on the approval letter.
4. The Special Projects Coordinator will visit the site within the first 6 weeks of the approval to review the Short Term Specialized Support Application and Approval, observe the program, and review the Individualized Support Plan. The SPC will meet with the Supervisor, Consultant, Educator (if available) to discuss what supports are needed for inclusion and to follow up with any QCCN related reporting. If it is determined that the Early Childhood Community Development Centre (ECCDC) has a role in supporting the centre for environmental support and/or QCCN components, the SPC will contact the ECCDC to discuss services.
5. Following the program visit, the Special Projects Coordinator will meet with the Manager, Children's Services and the hours/days of Short Term Specialized Support Approval for weeks 7-12 will be confirmed.

6. If the child care program, in consult with RC/BC, re-applies after the initial 3 month approval period, a program visit will be arranged between the RC/BC agency, Child Care Supervisor and Children's Services Manager prior to the approval end date and an updated Short Term Specialized Funding Application will need to be submitted.
7. If the child care program wishes to re-apply after 6 months, the Manager, Children's Services will determine the need for a follow up meeting with the child care Supervisor, Resource Consultant/Behaviour Consultant Supervisor/Coordinator; may include child care agency head office.

The Short Term Specialized Support Funding application and policy have also been updated. They are attached.

Yours truly,

*Helen Lake RECE RC*

Helen Lake, RECE, RC, Manager

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