

# County of Renfrew Child Care Integration Services



## A Parent's Guide to Services



*Helping to make Renfrew County the best place to raise a child.*



# CHILD CARE INTEGRATION SERVICES

## INTRODUCTION

The Ministry of Children and Youth Services provides funding and policy guidelines for Special Needs Resourcing Services and Fee Subsidy to the County of Renfrew Child Care Services Division under the Community Services Department. These services are available to children in licensed child care facilities who live in Renfrew County.

Fee subsidy is full or partial payment of licensed child care fees according to the income of a caregiver/parent.

Special Needs Resourcing supports children who have a diagnosed cognitive, physical or behavioural concern that limits their ability to partake in activities related to normal living.

Special Needs Resourcing Funds provide support for enhanced child care staffing, resource materials, workshops and direct intervention planning and implementation planning in licensed child care centres which includes Nursery Schools, Daycares and Licensed Family Home.

The County of Renfrew Child Care Integration Services' goal is to ensure that every child will be able to attend a licensed child care agency in their community that offers inclusive and developmentally appropriate programs.

## PRINCIPLES OF SERVICE DELIVERY

The principles of service delivery build upon the existing services for children with special needs in Renfrew County and will focus on support and intervention services for families, children and child care providers in licensed settings. All service delivery components will adhere to the following service delivery principles:

1. All children and families will have equal access to Integration Services in the County of Renfrew.
2. All children and families will be the central focus of services provided with consideration given to cultural and ethnic diversity of the families in Renfrew County.
3. All services provided will be established with fully informed parent/guardian choice, consent, and confidentiality requirements.
4. A seamless system of services will be developed that integrates Integration Services with other existing children's programs and services.
5. The services will be focused on optimal child development practices that are both multidisciplinary and collaborative.
6. All elements of Integration Services programming will use evidence-based practice as set out by the Ministry of Children and Youth Services.
7. The program will be monitored and evaluated on an ongoing basis by the County of Renfrew Child Care Services Division.
8. The quality of the program will be continuously improved based on the evaluations.

## COMMUNITY AND PARENTAL ENGAGEMENT

To ensure these guiding principles are met the following steps will be undertaken:

1. The creation of an Advocacy Committee designed to provide advice and direction in the planning and implementation of Special Needs Resourcing Services at the local level in accordance with the Special Needs Resourcing Guidelines, Ontario's Ministry of Children and Youth Services, and the County of Renfrew Policy and Procedures.
2. Parents of children who have special needs and who are attending a licensed child care agency in the County of Renfrew will continue to be engaged in the

planning and implementation process and the service delivery process in four ways;

- All parents on the Special Needs Resourcing caseload will have continued opportunity for input into their child's program through ongoing participation designing their child's program.
  - An annual parental survey will be provided to every family in December of each year. This survey will assist in determining if goals and objectives of the program are meeting the needs and expectations of families/clients.
  - Participation on the Advocacy Committee is desired.
  - Participation in the Best Start Network local level hubs.
3. Agencies serving children with special needs in the County of Renfrew will be asked to complete a survey as to the gaps in Special Needs Resourcing Services in the County of Renfrew. A focus will be placed upon the following:
- Referral process
  - Communication with outside agencies
  - Integration with services for children in Renfrew County
  - School transition support

## INTEGRATION SERVICES SUPPORTS

Renfrew County Child Care Integration Services is funded to provide a range of special needs services in licensed child care settings in Renfrew County. These include the following:

1. Resource
  - Funding for enhanced staffing support for child care centres
  - Child care staff training
  - Parent training and workshops
  - Resource lending (toys, equipment, books, etc.)
2. Direct Service for children
  - Assessment of child's needs
  - Staff consultation and training regarding goals and assessment outcomes
  - School transition support and consultation
  - Consultation with professionals



## INTEGRATION COORDINATORS

Special Needs Services are supported by the Integration Coordinators who make on site visits to child care centres on an assigned basis in order to assist licensed child care and eligible recreation services to;

- Make regular visits to the child care program
- Conduct environmental assessments in order to provide guidance on inclusion
- Assist the child care staff in the development and implementation of developmentally appropriate programs
- Prepare individual program plans for the children
- Offer ideas and strategies for program adaptations that will enhance inclusion
- Evaluate the ongoing effectiveness of recommendations and program adaptations
- Collaborate with other agencies involved
- Provide program resources (books, toys, adaptive materials)
- Classroom modification
- Transition to school planning
- Provide Professional Development and Training to families/caregivers and/or licensed child care staff or others

**Integration Coordinators** work with;

- Several children in more than one location
- Families/caregivers to develop a consistent expectation and approach for the child
- Centre-based child care staff and private-home day care providers
- Approved recreation programs

## SPECIAL NEEDS RESOURCING STAFF

Special Needs Resourcing Staff are hired by each child care centre upon funding approval by Renfrew County Child Care Integration Services. Special Needs Resourcing Staff provide enhanced staffing to support the inclusion of children with special needs in licensed child care settings and recreation programs. This is available for children with special needs at no additional cost to parents or caregivers.

Special needs resourcing may be provided in day nurseries and licensed private-home day care for children up to age 18 and to children age 6 to 18 in approved recreation programs.

The level of Resource Staffing is evaluated on a regular basis by the Integration Coordinators through ongoing observation and consultation with child care staff and families/caregivers.

Each Child Care Centre is responsible for the child while enrolled in the Child Care Centre. Each Centre must ensure that programming is inclusive, developmentally appropriate and is consistent with legislation and policy guidelines.

Resource staff funding may be based on one or more of the following;

- Physical or medical issues
- Feeding issues
- Social skills
- Emotional needs
- Behaviour
- Play skills
- Cognitive skills
- Communication skills
- Fine Motor skills
- Gross Motor skills
- Self Help Skills
- Sleeping habits
- Safety
- Sensory needs
- Family needs
- Other



As well Resource funding will be determined by each individual child care agency's needs based on;

- Curriculum and scheduling
- Staffing
- Child care physical environment
- Enrollment

## PROCESS

### **Referral**

Referrals can be made by a family or caregiver. Referrals can also be made by a professional, child care provider or other with the consent of the family/caregiver.

Referral forms can be faxed, mailed or hand delivered to the County of Renfrew Child Care Department Intake Coordinator.

All referrals received are acknowledged in writing.

### **Placement**

In order to best meet the needs of the child in the child care centre the following must occur

- Step 1** The family visits the chosen child care agency and meets with the program staff to determine if there is a space available at the child care centre/agency.
- Step 2** The family chooses a child care agency and a referral is made to Integration Services.
- Step 3** The child is placed on the Integration Services waiting list and/or a Family Centered Plan is scheduled with all professionals and family members in attendance.
- Step 4** Assessment information is gathered by Integration Services staff.
- Step 5** An **Implementation Plan** is created as per the goals and objectives identified in the Family Centered Plan.

### **Note:**

The need for Resource funding for enhanced support in a licensed child care agency can be determined anytime after a child is enrolled in a child care agency and is deemed eligible for Integration Services

## Assessment of a Child's Goals and Objectives

Within each child care program **informal assessments** may be used for the purpose of screening, programming and evaluation of program recommendations. Informal assessments will assist with the following;

- Information gathering for consultations with Consulting Psychologist
- Identifying objectives and goals based on the child's strengths and needs
- Obtain information to support a professional referral
- Evaluate progress
- Evaluate the need for alternate strategies, goals and objectives
- Assist with educational objectives and transitions

Informal assessments take place in the child care setting as the child continues with his/her daily routine and as they interact with peers and adults. When the child has been assessed and all information is gathered from other professionals involved, the Consulting Psychologist will review the data and information gathered and recommend goals, objectives and methodology with the Integration Coordinator.

## Assessment Tools

There are many types of assessment tools that will be used; some may include the following:

The Nipissing Developmental Screen -This tool is available to all residents of Ontario and can be found at [www.ndds.ca](http://www.ndds.ca).

Motivation Assessment Scale

Early Childhood Environmental Rating Scale

Communicative Function Checklist

## **ROLES AND RESPONSIBILITIES**

The Guiding Principles of Renfrew County Child Care Integration Services is inclusion of parents/guardians in the process of assisting your child. As well all licensed Child Care agencies will be expected to partner with parents/guardians and Integration Services in the process of providing services for special needs children.

The following is an outline of the Roles and Responsibilities for each:

### **Parents/Guardians**

- Participate in the Family Centered Plan and goal setting.
- Participate in case conferences.
- Be available for regular communication with the Child Care staff and Integration Services Staff.
- Inform the child care staff of any changes to the child's attendance

### **Child Care Program**

- Provide relevant information regarding behaviour, development and health to the Integration services staff.
- Participate in goal setting, implementation and recording involved in the Family Centered Plan and Implementation Plan (IP).
- Modify program environment and incorporate the goals of the Implementation Plan and Family Centered Plan into the program to support inclusion of the child.
- Provide time for ECE and Resource Teacher to meet.
- Provide time for ECE to attend relevant meetings, case conferences and training opportunities.
- Ensure Resource Teachers are always over and above regular ECE child ratio.
- Inform the Integration Coordinator if child is absent on scheduled visit day.

### **Integration Services**

- Observation, screening, functional assessments and monitoring
- Implementation Plan (IP) development, review and implementation.
- Consulting, making programming suggestions to ECEs.
- Case conferences and coordination with other service providers to include goals in the IP.
- Referrals to other agencies, programs and services.
- Resources, information and techniques for parents and ECEs (i.e., loaning of literature, toys and equipment e.g. seating).
- Modeling effective teaching methods to promote inclusive practices.
- Maintain regular visit schedule for the child care program and home.