

Direct Operations Emergency Child Care Centre Registration/Waitlist Process

Intent: To ensure families registering for child care at a Niagara Region Child Care Centre have completed the enrollment forms registering their child for the emergency child care that is supporting essential services workers during the COVID-19 pandemic.

Process:

- Child care will be **ONLY** offered for children of essential services as workers defined in the Ministry of Educations List of Eligible workers.
- Families that would like to register for emergency child care at one of Children's Services directly operated programs will:
 - Submit an online application to the Niagara Child Care Registry OneHSN.
 - Families will select from the top 5 profession noted in OneHSN:
 - Health Care Professional
 - Police Officer
 - Paramedic
 - Fire Fighter
 - Corrections Worker
 - Other: will the option to input their essential services position.
 - Select the emergency child care sites for all municipalities: Fort Erie, Grimsby, Lincoln, Niagara Falls, Niagara-On-The-Lake, Pelham, Port Colborne, St. Catharines, Thorold, Wainfleet, Welland and West Lincoln.
 - Families will not be charged a fee to be placed on the registry/waitlist.
 - Families who are using emergency services will not be charged fees.
 - Emergency child care are for families who do not have alternate child care arrangements and meet the following criteria:
 - Are deemed an essential services worker and were able to identify with one of the professions noted on OneHSN
 - Single parent
 - Two parent family where both are essential services workers and were able to identify within two of the professions noted on OneHSN
 - For assistance with the website, contact OneHSN Support at 1-888-722-1540 or support at Support@OneHSN.com
- One Direct Operations Supervisor Lead will manage the registry for all four Regional emergency child care centres.
- A back up Direct Operations Supervisor will be established to assist when needed or in the absence of the Lead Supervisor.
- The Lead Supervisor will connect with centre based Supervisor to confirm number and ages of child care spaces available.

- The Supervisor Lead will contact the family when a child care space becomes available at a Regional Child Care Centre in the municipality that a family has selected.
- Families will be offered admission from the registry/waitlist based on space available of the required age group/family group and date of request.
- Preference will be given to:
 - **Health-regulated and direct and indirect unregulated health care providers: police, fire, paramedic, coroner, corrections, cook chill food production, animal welfare, child care employees , delivery of essential Municipal Services**
 - Any individual who performs work that is essential to the delivery of core services in a municipality as determined by the municipality
 - Verification of essential services position is required to be reviewed by supervisor.
 - Id Badges, letters of employment, etc. Proof is required that parents are essential services employees currently working in an organization.

Registration

- Supervisor/Lead RECE or designate will forward via email to families :
 - Child Care Centre Enrolment Form.
 - Emergency Release Form.
 - Child Care Immunization Form.
 - School aged children are not required to provide proof of immunization if currently enrolled in school.
 - Parent Handbook.
 - The Program Statement.
 - Parent Issues and Concerns Policy.
 - Child Care Centre Presentation.
 - Centre and Supervisor contact information.
 - **Completed registration packages for each child** can be scanned and returned via email to the centre supervisor or returned in person on first day of care. *** Please note that packages must be reviewed by the Supervisor/Lead RECE or designate to ensure all fields have been completed.
- Lead Supervisor or Back Up Supervisor will complete an over the phone orientation with families and review items on the Emergency Care Orientation Checklist.
- Fees will not be charged as the MOE providing base funding for essential services employees using emergency child care.
- Families will be added into OCCMS by the Children's Services Program Assistant
 - Entered as a full fee family.

- Will be placed in the Emergency Child Care Site, not under childcare centre regular placement sites.
- There will be no bills generated for Emergency Child Care Sites.
- Families will be terminated from the emergency care programs:
 - When the Province lifts the ban on child care.

Program Orientation Documents:



Parent Handbook
Emergency Care Revis



Program Statement
(CCC).pdf



Parent Issues or
Concerns (CCC).pdf



Child Enrollment
Form (CCC).pdf

Program Child Enrollment Documents (Electronic Fillable):



Child Enrollment
Form (CCC).pdf



Child Immunization
Form (CCC).pdf



Emergency Release
Form (CCC).pdf