

Section: EMERGENCY CHILD CARE SERVICES	Name of Policy: OPERATIONS
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APPROVED BY: Director, Children's Services

DATE: April 9, 2020

EFFECTIVE DATE: April 9, 2020

LATEST REVISION: April 9, 2020

Authority: *Child Care and Early Years Act, 2013.*

College of Early Childhood Educators Codes of Ethics and Standards of Practice for Registered Early Childhood Educators in Ontario, July 2017

Niagara Region Children's Services.

Ministry of Education Directive, March 21, 2020-List of Workers Eligible for Emergency Child Care.

Intent: To support emergency essential services personnel with child care.

Definitions: **First come, first served by date of inquiry through electronic registration** describes the manner in which new applications will be accepted where families will electronically register for child care on oneHSN. Offers of child care will be made for immediate placement if there is appropriate/available space available in a specific child care centre or home child care home.

Waitlist (Priority list) – a method of managing the admission of applicants to ensure maximization of resources, based on the applicant's category date of request for service and subject to the availability of space.

OneHSN – online child care registry for emergency child care related to COVID-19.

ISP – Individualized Support Plans.

Policy - Applicants requesting assistance with child care will apply on-line (oneHSN) and will be given priority on a "first come, first served" date of inquiry basis under the following categories:

- Employment.
- Immediate need for care, subject to location and space availability, unless the parent/guardian is able to travel to another emergency child care location.

Child care fees will not be charged to families in receipt of emergency child care for the length of time that emergency child care is being provided.

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Only those families who qualify under the definition of emergency personnel may use emergency child care services as defined by the Ministry of Education. Emergency child care is for families who do not have alternate child care arrangements and meet the following criteria:

- Are deemed an essential services worker as defined by the Ministry of Education.
- Where applicant(s) are working out of the home.
- Single parent that meets the definition of emergency personnel.
- Two-parent family where one parent meets the definition of emergency personnel and the second parent is working out of the home.
- Two parent family where both parents meets the definition of emergency personnel and both parents are working out of the home.

Families waiting for a child care space may register for a child care placement at any or all of the emergency child care locations, dependent upon the services provided at various locations.

During the provision of emergency service child care, parents must report absences daily, should their child not be attending care on a scheduled day. Should the child not attend for 3 consecutive scheduled days without notification of absence, the placement will be terminated with the approval of the manager of direct operations or home child care operations of Niagara Region.

Procedure: All applicants for emergency child care for emergency personnel must:

Application/Registration

1. Register on line to oneHSN (<https://niagara.onehsn.com/>)
2. Complete required registration documents on line
3. Eligible applicants will be sent an orientation package which will include:
 - Child care enrolment forms.
 - Emergency Release form.
 - Child Care Immunization form.
 - Parent Handbook
 - Program Statement.
 - Parent Issues & Concerns Policy.
 - Centre contact information.
4. Complete required registration documents online.

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Illness See what I did for the centres....not sure if Helen's process would differ much.

Home Child Care

The parent/guardian will contact the home child care provider and ? to

1. Notify the home child care should their child become ill with any symptoms of illness reflective of the COVID 19 virus. Should this occur and the child is not allowed to attend the child care for 14 days or longer, the care will be terminated.

2 Should the child be able to return to care, the parent/guardian will contact the _____

To determine if the space is still available.

3. If the parent/guardian or any resident family member of the child should have to self isolate for 14 days, will the care be terminated?

Centre Based

Parents/guardians must keep their child at home if they are unwell and will:

- Contact the child care centre to advise of their child's absence and provide nature of illness and if the illness COVID-19 related.
- Contact their health care professional or Public Health with COVID-19 related illness/symptoms.
- If their child is in isolation for 14 days or longer, child care will be terminated.
- For non-COVID-19 related illnesses, a Physicians note may be required for the child to return to the child care centre.

Should their child become ill during care:

- The child will be separated from the other children.
- Families will be contacted for immediate pick up from the child care centre.
- Parents should contact their health care professional or Public Health with COVID-19 related illness/symptoms.
- If their child is in isolation for 14 days or longer, child care will be terminated.
- For non-COVID-19 related illnesses, a Physicians note may be required for their child to return to the child care centre.
- Parent/guardian will contact the child care centre to determine that their child care space is still available.

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At any time a child is not able to attend child care for 14 days, child care will be terminated e.g. a resident family member is in self-isolation for 14 days.

Children Identified with Special Needs

Supervisor/Home Child Care Advisor will collaborate with the parent and resource consultant to determine if child care services can be met. If it has been determined that child care services can be offered and the program is able to meet the developmental needs of the child, the resource consultant will develop a preliminary ISP. The parent/guardian will respond by email indicating that they:

- Agree with the ISP
- They give consent for the ISP to be shared with staff at the centre/home child care
- Additional suggestions can be included in the email where the resource consultant will revise the ISP.

Termination of Services

Upon notification from the Ministry of Education that emergency child care are terminated, families will receive notification verbally, by phone, text or email.

Families **will not be permitted** to continue with care at the program their child has been attending unless the following conditions apply:

Home Child Care

- The caregiver has spaces open prior to the start of emergency child care services
- It is confirmed by the Home Child Care Home Visitor that one or more children who were in care prior to the pandemic are not returning to care in the home
- If the family is eligible for fee subsidy, they make application to Niagara Region Children's Services and they are approved for care.

Centre Based

- The child care centre had spaces available prior to the start of the emergency child care services.
- It is confirmed by the centre supervisor that one or more children who were in care prior to the pandemic, are not returning to child care at the centre.
- The child was attending the child care centre pre-pandemic.