

**Human
Services**

10 Peel Centre Dr.
Suite B
PO Box 2136, STN B
Brampton, ON
L6T 0E3
EarlyYearsSystem
Division@peelregion.ca
tel: 905-791-1585

peelregion.ca

**Program Support Funding for
Special Needs Resourcing in
Before-and-After School Programs
(Pilot)
2018/19 Guideline**

Peel Region Licensed Child Care Providers

**Early Years and Child Care Services
August 13, 2018**

Table of Contents

SECTION 1: Introduction	3
SECTION 2: Eligibility Criteria.....	4
SECTION 3: Allocation Approach.....	4
SECTION 4: Key Dates.....	6
SECTION 5: Tri-Annual Reporting Requirements	6
SECTION 6: Accountability Measures.....	7
SECTION 7: Reconciliation and Reporting Requirements.....	7
APPENDIX I: Program Support Position Responsibilities and Requirements	9

SECTION 1: Introduction

The purpose of this guideline is to provide licensed child care providers with information regarding a new pilot program which provides funding to support special needs resourcing in before-and-after school programs for children aged 4 to 12 years in the **2018/19** school year.

This pilot program is in place for the 2018/19 school calendar year. Results of the pilot project will be reviewed in Spring 2019 and recommendations will be used to inform a future model.

OVERVIEW

Since 2015, licensed child care providers have accessed special needs resourcing supports through Peel Inclusion Resource Services (PIRS). A recent evaluation of the PIRS model identified the need to offer a more flexible approach to supporting before-and-after school programs in relation to the Enhanced Program Support (EPS) model.

As a result, providers are now able to access Program Support Funding for Special Needs Resourcing in Before-and-After School Programs (SNR Funding), which will enable them to **hire** new school age program support staff and/or **extend hours** of existing staff. These staff will **replace** staff previously provided through the PIRS Enhanced Program Support (EPS) model and:

- Work collaboratively with the program team to help all children to fully participate;
- Be counted in addition to the minimum *Child Care and Early Years Act* ratio requirements; and
- Support the transition of the current Enhanced Program Staff, offered through Peel Inclusion Resource Services (PIRS), out of before-and-after school programs.

See Appendix I for Program Support Staff position responsibilities and requirements.

OBJECTIVE

To enhance special needs resourcing support for children aged 4 to 12 years of age in licensed before-and-after school programs by enabling child care providers to hire new school age program support staff; and/or extend hours of existing staff.

Note: Children with special needs are defined under the Ontario Regulation 138/15, as a child whose cognitive, physical, social, emotional or communicative needs, or whose needs relating to overall development, are of such a nature that additional supports are required for the child. Providers should review this guideline to learn more about the funding opportunity, eligibility criteria and application process.

OUTCOMES

- Programs are enhanced due to additional staff resources
- All children are supported in before-and-after school programs
- Children feel an increased sense of belonging and enjoy positive social relationships in before-and-after school programs (see [How Does Learning Happen?](#))
- Families experience smooth transitions between preschool and before-and-after school programs

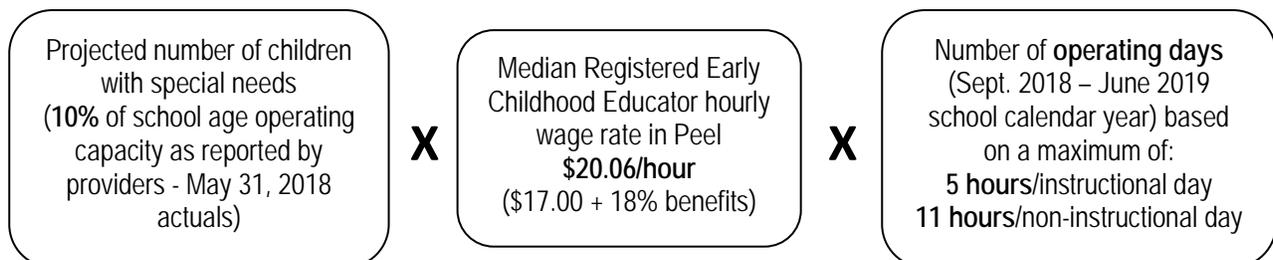
SECTION 2: Eligibility Criteria

To be eligible to receive this new funding, providers are required to satisfy the following requirements:

1. Be a licensed child care provider in Peel Region with a signed Early Years and Child Care Services Fee Subsidy and Funding Agreement.
2. Meet the Region's Authentic Participation requirements:
 - a. Inclusion of children in receipt of fee subsidy;
 - b. Continuous quality enhancement; and
 - c. Inclusion of children with special needs by participating in Peel Inclusion Resource Services.
3. Have sound business management practices; and
4. Be in good standing with respect to financial/contract reporting requirements for all funds provided by the Region. This requirement as it relates to funding **compliance and/or reporting** with respect to any EYCC funding can **impact provider eligibility** for SNR Funding and any other EYCC funding programs.

SECTION 3: Allocation Approach

Providers will receive a SNR Funding allocation based on the following formula with a budget constraint included:



Note: Providers with a lower operating capacity will receive a minimum allocation of \$5,000.

FUNDING ACCEPTANCE

In order to accept their funding allocation, providers are required to complete an Acceptance Report to:

1. Validate the projected number of children with special needs; or
2. Advise the Region that they serve **more** children than projected.
3. Describe how the allocation will be used:
 - for staffing, for example, to hire additional staff or increase existing staff hours
 - to support staff to create a sense of belonging and opportunities for children to enjoy positive social relationships
4. Indicate the total number of hours of training, from September 2018 to June 2019, these staff will receive to increase their knowledge to help them support all children to participate in the program

Note: The Region will issue a contract amendment pending approval of the Acceptance Report.

ADDITIONAL FUNDING APPLICATION

Providers may apply for additional funding if:

- They serve **more** children with special needs than projected; and/or
- Situations exist where transitional and/or more intensive support is required for children with complex needs:
 - a. medical needs
 - b. extreme behaviours which compromises the safety of children, staff and/or environment
 - c. flight risk
 - d. potential loss of placement

Note: Providers may apply for additional funding as part of their Acceptance Report and/or throughout the school calendar year.

SECTION 4: Key Dates

September 4 – 21, 2018	<ol style="list-style-type: none"> 1. Use the Acceptance Report to: <ul style="list-style-type: none"> ○ Validate and accept your funding allocation. ○ Advise if your agency supports more children with special needs than projected. 2. Complete an Additional Funding Application if your agency supports more children than projected and/ or require transitional or more intensive support for children with complex needs. 3. Submit documents to: EarlyYearsSystemDivision@peelregion.ca for approval.
September	<ul style="list-style-type: none"> • Coordinate Program Support Staff e.g. hire new staff and/or extend hours of existing staff (pending approval of your allocation)
September 4 - 30	<ul style="list-style-type: none"> • Existing PIRS Enhanced Program Support staff begin to transition out of programs as staff are replaced.
November 1	<ul style="list-style-type: none"> • Deadline to apply for additional 2018 funding.*
December 31	<ul style="list-style-type: none"> • 2018 SNR Funding must be spent by providers.
April 1, 2019	<ul style="list-style-type: none"> • Deadline to apply for additional 2019 funding.*

***Note:** Providers may apply for additional funding if number of children with special needs increase or due to transitional or more intensive support is required for children with complex needs.

PAYMENT PROCESS

Payment will be issued monthly from September 2018 to June 2019, once a signed contract amendment is executed.

SECTION 5: Tri-Annual Reporting Requirements

1. Providers will be required to submit a Tri-Annual (November 2018, January and July 2019) and report:
 - a. Projected number of children served;
 - b. Number of children served age 4 to 5 years and 6 to 12 years;
 - c. Number of children served age 13 to 18 years (if applicable);
 - d. Average monthly number of children served, age 4 to 5 years, and 6 to 12 years;
 - e. Number of hours of program support provided/number of full-time equivalent; and
 - f. Gross expenditures.
2. Providers will be required to report additional information as requested by the Region to report on outcomes.

The Region will provide the Tri-Annual Reporting template in Fall 2018.

SECTION 6: Accountability Measures

1. The Region will implement random audits of provider's use of 2018 SNR Funding. Additional audit requirements may be implemented on a case by case basis.
 - SNR Funding must be used for its intended purpose. Providers may not use SNR Funding to generate a revenue. **Non-profit** providers may not use their allocation to contribute (directly or indirectly) to their reserves. **For-profit** providers may not use their SNR Funding allocation to contribute (directly or indirectly) to their surplus/profit/retained earnings, etc.

Note:

1. If a provider already supports children with special needs through staff resources in addition to PIRS Enhanced Program Support, they are required to report this information as part of their Acceptance Report.
2. SNR Funding may not be used to offset budgeted costs and surplus funds must be reinvested into the program in alignment to the outcomes and requirements outlined in this guideline. (For example: to support additional program support hours)

SECTION 7: Reconciliation and Reporting Requirements

1. The Region will monitor the use of funding through a review of the reconciliation and reporting package as well as the other requirements as determined by the Region. Further information regarding the reconciliation and reporting package will be issued later in 2018.
2. Providers are required to submit/complete Audited Financial Statements or Un-Audited Financial Statements according to the following criteria:
 - a) If a provider receives funding which totals from **\$20,000 to \$149,999** in their fiscal year based on a combination of General Operating, Fee Subsidy, Pay Equity, Mitigation, Program Support Funding for Special Needs Resourcing in Before-and-After School Programs and Canada-Ontario ELCC Agreement (Capital) Funding at a minimum, they must provide **Un-Audited Financial Statements**, including comparative figures from previous years and a sub-schedule that breaks down information by site, if a multiple site provider; and any accompanying notes.
 - b) If a provider receives funding equal to or greater than **\$150,000** in their fiscal year based on a combination of General Operating, Fee Subsidy, Pay Equity, Mitigation, Program Support Funding for Special Needs Resourcing in Before-and-After School Programs and Canada-Ontario ELCC Agreement (Capital) Funding, at a minimum, they must

provide **Audited–Financial Statements**, including a sub-schedule that breaks down information by site, if a multiple site provider; and any accompanying notes.

Note:

1. Financial Statements are due to the Region of Peel no later than 4 months following the end of the provider’s fiscal year end.
2. The Region of Peel prefers that providers submit Audited Financial Statements if they are available regardless of the amount of funding provided by the Region.
3. In the event the funding was not used for the purpose intended, or if there is unspent funding or a closure of an agency, all 2018/2019 funding must be returned to the Region of Peel.

AUDIT APPROACH

As part of both the Provincial and the Regional funding verification processes, providers are required to keep all original documentation for a minimum of 7 years. Through the Region of Peel’s audit selection process, providers may be contacted to complete a review of the Program Support Funding for Special Needs Resourcing in Before-and-After School Programs identified in their Annual Reconciliation Report.

The Region will implement an audit strategy of provider’s use of Program Support Funding for Special Needs Resourcing in Before-and-After School Programs. As part of this, the Region may conduct site visits to confirm that funding was used for the approved purpose.

CONTACT US

If you require additional information or have questions about the Program Support Funding for Special Needs Resourcing in Before-and-After School Programs, please contact EarlyYearsSystemDivision@peelregion.ca.

APPENDIX I: Program Support Position Responsibilities and Requirements

Program Support Staff are required to work in partnership with the program team to support **all** children in before-and-after school programs. The following responsibilities highlight the key aspects of the role related to inclusion:

1. Support the principles of inclusion during all daily routines.
2. Participate as a team member and support strategies related to daily routines including:
 - Small and large group activities
 - Transitions
 - Toileting and hand washing routines
 - Dressing routines
 - Snack routines
 - Documentation of child's progress and goals
3. Implement program activities and child specific strategies (individually and in groups) collaboratively with program staff
4. Be flexible, responsive and supportive in order to provide support in a crisis/problematic situation
5. Work in partnership with the Resource Specialist and other professionals
6. Participate in ongoing professional learning and development

EDUCATION AND QUALIFICATIONS REQUIREMENTS

- Diploma in Early Childhood Education, Child and Youth, Developmental Support, Educational Assistant, Recreation and Leisure and/or training in the fields of psychology and experience working with children with differing abilities or diagnosis;
- If an ECE, be a member in good standing with the College of Early Childhood Educators in Ontario;
- Previous experience working or volunteering with individuals or children with special needs; and
- Hold a standard first aid including infant/child CPR certificate as outlined in section 55 of Ontario Regulation 137/15 made under the *Child Care and Early Years Act, 2014*.