Saskatchewan
Ministry of
Education

Early Learning and Child Care

Inclusion Program and Application Information

The Child Care Inclusion Program provides support to families and child care facilities to include children with diverse needs in child care programs.

The program includes the following principles

- Families require child care services that meet their needs.
- Child care facilities need support to respond to the child care needs of families of children with diverse needs.
- Every child should have the opportunity to be included in a program that is developmentally appropriate for that child.
- Early provision of support services and program planning contributes to the optimum development of the child.
- Children benefit if families, child care professionals, schools and supporting professionals work as a team.
- Parents have the right and the responsibility to be involved in the development of programming for their child.

Inclusion funding is available to child care centres and licensed child care homes that are providing child care services for a child with diverse needs.

The following grants are available:

Individual Inclusion Grant

- To assist with the additional cost of supervising a child with diverse needs in an amount not to exceed $300 per month.

  - **Level 1** $200/month
    Support and consultation needed; minimal or no additional caregiving time; additional staff time may be needed for program preparation and to acquire knowledge, such as to attend workshops, consult with supporting professionals and read resource materials
  - **Level 2** $250/month
    Support and consultation needed and short term or intermittent additional staffing needed; additional caregiving time of up to one hour per day or five hours per week on average; may mean rescheduling, rearranging or increasing staff, or reducing group size
  - **Level 3** $300/month
    Support and consultation needed and significant and/or ongoing additional staffing needed; additional caregiving time of more than one hour per day or five hours per week on average

- Individual Inclusion grants are approved for a maximum period of one year. Prior to the expiration of the grant, the program will be reviewed and the facility must re-apply in order for funding to continue.

Enhanced Accessibility Grant

- To assist with the additional cost of supervising a child with exceptionally high diverse needs in an amount not to exceed $2,000 per month
- An exceptional amount of additional support is required when the child is in attendance to address the child's cognitive, physical, social, emotional, behavioural or language needs; grant requested must reflect actual costs of additional support

- The parents of the child must be employed, engaged in a business, engaged in a formal program of education or training, or actively seeking employment and likely to become employed if a grant is provided.
- Enhanced Accessibility grants are approved for a maximum period of six months. Prior to the expiration of the grant, the program must be reviewed and the facility must re-apply in order for funding to continue

Adapted Equipment Grant

- To assist with the cost of purchasing adapted equipment required to meet the needs of a child with diverse needs in an amount not to exceed $600 in a year, or in exceptional circumstances $1,200 in a year
- When a child moves from one licensed facility to another, the parent may request that equipment be transferred to the new facility to be available for the child. Requests are made to the Program Consultant. Approval to transfer the equipment is based on the following considerations:
  - Is the equipment used solely with this child or is it shared with other children in the Inclusion Program?
  - Was the equipment specifically designed for this child?
  - Is the equipment portable?

Training and Resource Grant

- To assist with the registration for training events and resources for child care professionals working with children with diverse needs in an amount not to exceed $100 in a year ($200 for Enhanced Accessibility). The grant does not support mileage, meals, and accommodations.

Grant payment

- Individual Inclusion Grants are paid in the month following the eligible month (i.e., if a facility is eligible for an Individual Inclusion grant for a child for the month of January, the grant will be paid to the facility in February) and are contingent on the submission of the monthly attendance report.
- Enhanced Accessibility Grants are paid in the month of the eligible month (i.e., if a facility is eligible for an Enhanced Accessibility grant for a child for the month of January, the grant will be paid to the facility in January).

ELIGIBILITY

To be eligible for grants

- Children must require additional supervision, guidance or assistance as determined by a qualified professional.
- Children must be referred by a qualified professional who:
  - is autonomous from the facility;
  - has a demonstrated knowledge of the child and the area related to the specific needs of the child;
  - is available to provide consultation and support to the child care facility and to the family.
- For Individual Inclusion funding, children must attend the facility a minimum of 20 hours per month, except in the first month, which may be a phase-in period.
- The child's parent/guardian must consent to the facility making application for inclusion funding on behalf of their child, and should be included in the development of programming for their child..
- Parent / guardian (s) must be employed or enrolled in a formal education program for Enhanced Accessibility funding.
- Children in foster care are not eligible for Enhanced Accessibility grant funding.

APPLICATION MEETING

To apply for an Inclusion Grant, a meeting must be conducted involving the following team:

1. Parent(s)/guardian(s) and any other supporting persons they wish to bring
2. Supporting professional(s) (if accessible)
3. Child care centre supervisor or director or child care home provider
4. Early Learning and Child Care Program Consultant
5. Individual(s) who are/will be working with the child in the child care facility (if available)
6. School Division Representative (if applicable)

Purpose of the meeting:

The purpose of the meeting is to determine the child's needs and consider what the facility will do to address them. Discussion may include any of the following topics:

- Establishing roles and responsibilities of each team member
- Reviewing background information
- Sharing updated information about the child
- Identifying priority areas of development
- Developing specific supports required to meet the needs of the child, the family and the child care facility
- Describing current levels of ability
- Developing program goals
- Identifying annual outcomes and short-term objectives
- Identifying any equipment needs
- Determining any training/resources required
- Developing and implementing a daily plan
- Determining how the program and how communication between team members will be implemented
- Gathering necessary or relevant documentation
- Determining the level of funding needed
- Evaluating the child's progress

Role of the Parent(s)/Guardian(s):

- Complete required portions of the application and impact assessment profile
- Provide guidance and direction in the child's program
- Assist in determining required equipment
- Assist in determining the level of funding*
- Complete an evaluation six months after the grant starts (form will be mailed to parent)
- Participate in ongoing evaluation of child's program
- Participate in development of Personal Program Plan
- Inform the child care facility of any change in employment / education status (for Enhanced Accessibility funding only)

Role of the Supporting Professional:

- Complete required portions of the application and impact assessment profile
- Provide ongoing consultation and support
- Assist in determining required equipment, training/resources and costs
- Assist in determining the level of funding*
- Participate in development of Personal Program Plan

Role of the Child Care Facility:

- Initiate the grant meeting as soon as the facility is aware of the child's needs
- Complete required portions of the application and impact assessment profile
- For re-applications, initiate the grant process prior to the expiry of the existing grant
- Assist in determining required equipment and costs
- Purchase approved equipment and maintain receipts for review
- Assist in determining the level of funding*
- Participate in development of Personal Program Plan
- On-going assessment of child's needs and development
- Ongoing communication with the parent / guardian(s), supporting professional(s) and consultant
- Inform the Program Consultant of any change in employment / education status of the parent / guardian(s) (for Enhanced Accessibility funding only)
- Inform the Program Consultant when a child withdraws from the program (all grants)

Role of the Early Learning and Child Care Program Consultant

- To facilitate grant meeting
- Act as a resource to parent / guardian(s) who are looking for a child care program for their child
- Provide information to facilities and the public regarding the Inclusion Program
- Ensure the requirements of the Inclusion Program are met
- Participate in development of Personal Program Plan
- May act in place of the supporting professional for Individual Inclusion funding for a period of up to three months when necessary
- Notify child care facilities of re-application and expiry dates for grants
- Determine the level of funding*

** The child care facility, supporting professional, parent or consultant may request an adjustment to the funding level during the grant period as levels of support, consultation or staffing needed change.*

Contact your regional Early Learning and Child Care office for more information about the Inclusion Program.