



# COMBINED CARE POLICIES AND PROCEDURES

The opportunity to offer Combined Care is new within CNC. Briefly, a Combined Care program includes children who are receiving both Long and Short Term Care.

While some children will arrive and stay until the end of the program, other children will be coming and going. For that reason, it's important to have written procedures in place to effectively manage transitions and ensure that the needs of all the children are being met.

## WHY IS IT IMPORTANT?

Combined Care is a new program type that requires your staff to adopt new practices to care for children who have differing needs. It is important to have written procedures to address the issues that may arise. Major issues include managing registration and sign in/out (especially for short-term children), transitions as children arrive and depart, and programming for children receiving different types of care. Planning and preparation, and having written procedures to guide program implementation will reduce the challenges of providing combined care and help you support ISO and newcomer needs more effectively.

## IMPLEMENTATION

- Once you have decided to offer Combined Care, use the resources provided, and consult with CNC staff. Think about how children in Long Term and Short Term Care might have different needs.
- Identify practices that will help you meet the needs of all of the children.
- Since transitions occur often in Combined Care, consider strategies to support successful separations, transitions and special issues that newcomer children might have as a result. Draw on the experience of your staff and use the CMAS website as a resource.
- Develop written procedures for staff to follow. These procedures should relate to both specific routines, such as sign in/out and situations such as a child's difficulty separating from a parent.

You must have a system to keep track of short-term parents and children. A simple way to do this is to give parents something they must show when they return to pick up their child. Here are some ideas:



- Wristbands
- Photo bards - parent & child
- Bookmarks
- Lanyards
- Key chains
- Disposable name tags
- SPO parent identification badges
- Hand stamps
- Stickers
- Make and laminate labels with different shapes, sizes or animals

## SUPPORTING DOCUMENTS

- Combined Care Tip Sheet
- Combined Care – Organization and Planning
- Combined Care – Activity Planning
- Combined Care – The Physical Space
- Combined Care – Interacting with the Children
- Combined Care – Interacting with Parents
- Combined Care - Staffing Developing your Welcoming Plan
- Combined Care in Action – Scenarios



## REQUIREMENTS

### 3-7 Combined CNC

- a. When providing Combined Care, CNC staff develop and follow written procedures to
  2. Ensure that practices meet the needs of both the long term and short term children.
  3. Ease transitions for all CNC participants as individual children arrive and depart.