



# CHILD PROFILE

## WHAT IS DIFFERENT?

In the past, you were required to gather information about the children in your program on a registration form. Within the new model, you are still required to have a completed registration form for every child who receives care. However, for each child participating in Long Term Care, you must also develop a Child Profile with additional information about the child's health, nutrition, development and any special characteristics relevant to the care of the child.

A child profile must be created within one week of starting to provide Long Term Care to a child, but the new requirements allow two weeks after starting for a parent to provide information about their child's immunization status. You must maintain and update this file throughout the period of time the child participates in the program, noting the start and end date on the form.

## WHY IS IT IMPORTANT?

While the CNC Registration Form provides essential details, it doesn't provide enough information to develop ongoing programming to meet the needs of individual children in Long Term Care. That's where the Child Profile and child-centred programs come into play. A child-centred program must be based on knowledge of the participating children.

When providing Long Term Care, it is important to be able to record changes in children over time and get a perspective on all aspects of their development. Although the requirements state that you must collect information for the profile within one week after a child starts to participate, it does not mean you have finished collecting information. Updating and discussing the information collected on the profile will give staff an opportunity to talk to parents and learn more about practices at home. As a result, staff will have a more complete understanding of the child, the culture and settlement context, and be able to reflect that understanding in the care the child receives.

## IMPLEMENTATION

The purpose of the profile is to collect information about children who are receiving Long Term Care to help you get to know the children and families. The information collected is not specified, but it should include information related to the child's health, nutrition and development - and also identify any other special information related to the child. The Child Profile can be developed and modified to suit the needs of your organization. To begin:

- Determine what information CNC staff need to meet children's individual needs - See list of



suggestions on the sample Child Profile.

- Develop a Child Profile template
- Develop procedures for completing the profile, asking yourself questions such as: Who will collect the information? When will the information be collected and updated? Where will the child profiles be kept?
- Consider where the form can be stored safely for confidentiality, but also so it is accessible to staff while they are providing care to children.

## SUPPORTING DOCUMENTS

- Sample Child Profile

## REQUIREMENTS

### CHILD INFORMATION

#### 1-2 REGISTRATION

#### Additional Information about Children Receiving Long Term CNC

##### Child Profile

- Within one (1) week of starting to provide long term care to a child, the ISO has collected additional information from a parent and has on file a Child Profile for the child.
- Information in the Child Profile assists staff caring for the child and includes additional information about the child's health, nutrition, development and any special characteristics relevant to the care of the child.
- The Child Profile includes the dates when a child starts and stops receiving long term CNC.
- The Child Profile is readily available to staff while they are providing care to the child.

##### Immunization

- For each child, the ISO has on file information about the child's immunization status that is provided by a parent within two (2) weeks of starting to receive child care support, and subsequently updated as necessary.



### Updates

- h. Information collected about a child on a Registration Form or in a Child Profile is updated annually or as necessary.

## 3-2 INTERACTING WITH PARENTS

### Information from Parents about the Child and Family

- a. Procedures ensure that CNC staff members interact with parents to learn as much as possible about the child and family, including
  - 2. When a child participates in long term CNC, CNC staff members discuss the CNC Child Profile with parents and give parents opportunities to provide additional information relevant to the care and settlement of the child.