



GENERAL ISO RESPONSIBILITIES

WHAT IS DIFFERENT?

Differences in the CNCR include recognition of the need to provide staff with time for program planning and the set up and take down of program sessions. ISOs are also responsible for providing the proper supplies and equipment to perform their job.

For Combined Care, there are a number of logistical factors that need to be considered, for example, e.g. who will be responsible for identifying space availability for a child to attend care and at what times during the session will you allow short-term children to participate?

WHY IS IT IMPORTANT?

A well-run, well-staffed program where staff are aware of their responsibilities ensures the safety of children.

Making certain staff have adequate time for set up and take down not only supports their efforts, but encourages respect for others who may own or use the space. Plus, additional program planning time allows staff to better meet the needs of the children through improved quality of care. The end result? Happier children and more satisfied parents.

IMPLEMENTATION

- Develop policies and procedures to guide the program and staff, and to ensure that a safe, child appropriate environment is created.
- Ensure the program follows these standards, including having the appropriate staff in place who understand their roles and responsibilities.
- Understand the importance of parents remaining on site and communicate this to everyone in your organization. This is essential to the legal operation of a program.
- Ensure that all parents fully understand that they must remain on site while their child is in care.

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- CNC programs in Nova Scotia are prohibited by provincial legislation from using the term “child care”.
- Make every effort to understand the needs of your CNC staff. In particular, you should observe program sessions to determine how much time is required for planning, set up and take down. With respect to set up and take down, you may need to be flexible, based on the situation and the facility being used. These activities may take longer in some settings and situations than others.
- When meeting the requirement for parent eligibility (1-2b), you will have to confirm which programs are eligible to participate in CNC support with your CIC officer.

GENERAL ISO RESPONSIBILITIES

1-1 RESPONSIBILITIES OF THE IMMIGRANT SERVING ORGANIZATION

- a. When providing a program of Care for Newcomer Children (CNC), the ISO takes responsibility for the following:
 2. Meeting these requirements and any other requirements that can protect the health and safety of the children in its care.
 3. Complying with relevant provincial/territorial child care licensing legislation and policies, including those related to exemptions from licensure.
 4. Establishing written procedures appropriate to the type of care being offered for
 - A. Monitoring whether each child receiving CNC has a parent who is eligible for CIC-funded CNC using services at the same site; and
 - B. Taking action when a parent is not compliant with the requirement to remain at the site
 4. Providing written job descriptions for all staff positions that reflect duties and responsibilities appropriate to the program.
 5. Ensuring that staff who meet the qualifications set out in these requirements are hired and supervised.
 6. Ensuring that there are sufficient CNC staff on duty at all times to meet these requirements.
 7. Ensuring that staff are informed of, and follow, all required policies and procedures relevant



to their responsibilities.

8. Ensuring that at least one copy of these requirements and any other resources essential to the operation of a CNC program are available to the CNC staff member with designated responsibility for the program and to other staff as necessary.
9. Acquiring and maintaining a sufficient inventory of play materials and equipment for the number and ages of children enrolled.
10. Checking all CNC sites regularly to ensure that these requirements are being met and safety issues are being addressed.
11. Ensuring that the following conditions of participation are being met:
 - A. A child receiving CNC is six (6) months of age or over.
 - B. A parent of a child receiving CNC is eligible for CNC support.
 - C. A parent of a child receiving CNC is at the same site as his or her child at all times, except a school-age child who is permitted to participate in a field trip in accordance with provincial/territorial child care licensing legislation and policies.
- b. Before providing mobile care for the first time, the ISO receives training from the monitoring agency on the issues and risks associated with the provision of mobile CNC

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

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