



COMBINED CARE: Tips

Carefully consider each of these questions when planning your combined care program:

Staffing

- Who will be responsible for identifying space availability for a child to attend?
- Who will register the children?
- Who will have the ultimate decision making rights to enroll children?
- Who will be responsible for registering short-term children? Will it be one staff or all staff?

Children

- How many CNC spaces will be allocated to Long Term and Short Term Care?
- At what times during the session will you allow short-term children to attend? Will Short Term Care be available anytime, or only during particular hours?
- Where will the children be cared for? Will groups be organized by age, with mixed long- and short- term children?

Parents

- How will you ensure parents understand they must stay on site?
- How will parents know how long they can leave their child in CNC?
- How will you ensure a short-term parent returns to pick up their child on time?

Recommended Practices

- The ISO staff associated with the parent service should be aware of the child participating in

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care.

- Parent and child are escorted to the CNC space where the child will be cared for, and introduces the parent and child to the CNC staff in the space
- One CNC staff ensures registration is complete, adds child to the attendance and provides the parent orientation
- Allow parent to remain until child is comfortable
- Provide parent with an identification to help staff recognize the child at pick up
- Inform the parent of the time s/he must return to the program to pick up his/ her child
- The ISO staff who provided the adult service confirms the child has been picked up at the identified time

