CARE FOR NEWCOMER CHILDREN REQUIREMENTS

WHAT IS DIFFERENT?

The Care for Newcomer Children Requirements (CNCR) provide the minimum standards under which each ISO is obligated to operate their CNC program. Previously the requirements for care were different based on the type of care provided and the service to the parents. The CNCR allows for three types of care, and addresses requirements for all of the types of care within one document. The majority of the individual requirements apply to all types of care. Where the requirement addresses a specific type of care this is noted.

There are no longer mandatory forms (although samples are provided in this manual). You will need to ensure that there is appropriate documentation for your program and that it is based on the information in the requirements. How forms are designed is now up to the organization.

WHY IS IT IMPORTANT?

Having one flexible child care model allows ISOs to implement the type or types of care that best fit the organizational needs, and support clients with children. The model and requirements have been developed in consultation with administrators and caregivers like you, as well as experts in the field. Having one set of requirements helps ISOs to manage the care by eliminating conflicting information or standards.

ISOs with child care supports are obligated to:

- understand and implement the CNCR,

- be aware of the requirements that are relevant to the type/s of care they provide,

- develop appropriate forms, policies and procedures based on the CNCR (and samples provided in this manual), and

- ensure the safety of the children, staff and families using their sites.

With flexibility in the types of care comes the need to ensure that the appropriate requirements are being applied. This will help to ensure that the risks are managed and the children and families have a good experience.

IMPLEMENTATION

- Review the CNC manual to help you understand the types of care and what is involved in each type of care

- Select the type of care that is best for your organization

- Review the requirements

- Identify the requirements that apply to the type of care chosen

- Do not assume that because you are currently operating a child care support, that you are meeting the requirements. Even if your care has not changed significantly, there are requirements that have changed that you now must meet. Ensure you follow all the relevant requirements

- Work with your team to do a review of current operations and identify what requirements you are currently not meeting

- Develop a plan to adapt your program to the new requirements

- Remember that CMAS is here to support you through every step in the process of transitioning

Some additional areas that all programs will need to address include:

Staffing

- Designate a staff member who will be responsible for the operation of the program

- Ensure you have sufficient qualified staff

- Create appropriate job descriptions (samples are available in this manual)

- Assist the team to understand the new role/s and functions

- Develop and conduct orientations

Policies, Procedures and Forms

DECEMBER 2012

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Funded by: Citizenship and Immigration Canada / Financé par: Citoyenneté et Immigration Canada

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CMAS

- Update policies and procedures as appropriate (samples are available in this manual)

- Inform the team of updates

- Monitor to ensure new policies and procedures are being followed

- Develop forms for use within the CNC program (samples are available in this manual)

Program and Activities

- Assist the CNC staff to implement programming that is respectful of the individual needs of the children (there is information to guide you in this manual)

- Ensure that CNC staff have an understanding of your organizational approach to providing care for children with special needs

- Assist CNC staff to work closely with parents to gather and share information about the children in care

Facility

- Ensure the space meets the space size requirements

- Ensure you have appropriate approvals in place e.g. fire approval

Short Term Care

Short Term Care now has the option of providing care for children younger than 19 months. If you plan to offer infant care, you will need to think specifically about the needs of this group, and what changes may be required to:

- the space,

- qualifications of the staff,

- equipment that will be needed, and

- on what floor you offer care. (Consult with your local fire department to determine what floor they will approve for infant care).

Care for Newcomer Children

Combined Care

Combined Care is a new type of care available to support ISOs who offer a variety of adult services. It is best used by organizations who offer language and settlement services, where there is a need for both long and short term care at one location.

In addition to the relevant requirements to get started you will need to consider:

- How many spaces will be dedicated to each type of care?

- Will the hours of CNC operation need to change to accommodate the hours of operation of adult services?

- Who will be responsible for working with all of the adult services to ensure care is available when parents need it?

Steps to take for Combined Care:

- Identify the adult services that will have access to the CNC program

- Review your average attendance and enrollment rates to understand how care has been used in the past. This helps to make decisions based on actual numbers and use.

- Discuss with the adult service managers what they believe their need will be for care. This will help to build an effective plan.

- Gather the managers of those services and the appropriate CNC staff together. Develop a plan to support the parents access CNC. The more they are involved the more likely it is that Combined Care will be effective.

- Discuss how will you determine who has priority to use the individual CNC spaces.

- Designate a CNC Staff to oversee the use of the CNC spaces.

- Use the research above to plan a schedule of CNC, and to identify how many spaces will be dedicated to each type of care. Planning the spaces will be important to ensuring you meet requirements for, staffing, space, programming etc.

- Develop procedures for registration, drop off and pick up (especially for short-term children). These will be essential for managing risks.

- Develop a marketing plan that includes both internal and external stakeholders. The key to using the space effectively is to ensure everyone is aware of the availability of CNC space. It may take a bit of time and effort to remind people that CNC is available.

- Set up review meetings throughout the first year to ensure that practices are effective and the team members, children and families are all participating and having a positive experience.

SUPPORT DOCUMENTS

- Care for Newcomer Children Requirements (CNCR)