

Understanding the Assessment Process

All childminding programs not provincially licensed but funded through Citizenship and Immigration Canada are required to meet the *National LINC Childminding Requirements*. These requirements were developed by CIC to ensure that programs address health and safety issues related to providing quality care to children.

To ensure that programs are meeting the standards set in the *National LINC Childminding Requirements*, each program takes part in an annual assessment.

The following are the **seven steps** taken each year to complete the assessment process.

Getting Ready

1. Service Providing Organizations (SPO) receive a package in April which includes information on the upcoming yearly assessment of the childminding program. Your organization will also receive a list of support documents to help your program meet requirements. This letter is sent to *both* the LINC Coordinator or Executive Director and the Lead Childminder.
2. Shortly thereafter, you will receive a phone call from your CMAS consultant to book a date for the assessment of your childminding program/s.
3. Two weeks prior to the assessment, you will receive a letter confirming the assessment date, as well as a listing of documentation required on the day of assessment.

The Assessment Visit

4. The CMAS consultant will conduct the assessment, and will then meet with you to discuss the results and to develop a plan of action for areas that do not meet the *National LINC Childminding Requirements*. You will be provided with a copy of the assessment, as well as a copy of the plan of action, where one has been developed.
5. A copy of the assessment and the plan of action is forwarded to your Project Officer at Citizenship and Immigration Canada.

Follow-up and Follow-through

6. Based on the timeline and tasks agreed to in your plan of action, you submit to your CMAS consultant the necessary documentation to verify that your site is meeting any outstanding requirement(s).
7. In February, we review your file and then forward an Assessment Status Update letter to your CIC Project Officer, along with a copy to you. This letter indicates the status of your childminding program, and will state whether or not your program now meets the *National LINC Childminding Requirements*.

