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**Program Support Funding
For Special Needs
Resourcing in Before-and-
After School Programs
(Pilot)
2019/ 2020 Guideline**

**Peel Region Licensed Child Care
Providers**

**Early Years and Child Care Services
June 2019**

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SECTION 1: Introduction

The purpose of this guideline is to provide licensed child care providers with information regarding this pilot program which provides funding to support special needs resourcing in licensed before- and-after school programs for children aged 4 to 12 years in the **2019/20** school year. Results of the pilot project will be reviewed, and recommendations will be used to inform a future model.

OVERVIEW

Since 2015, licensed child care providers have accessed special needs resourcing supports through Peel Inclusion Resource Services (PIRS). A 2018 evaluation of the PIRS model identified the need to offer a more flexible approach to supporting before-and-after school programs in relation to the Enhanced Program Support (EPS) model.

As a result, programs can continue to access Program Support Funding for Special Needs Resourcing in Before-and-After School Programs (SNR Funding) in a manner which allows for greater flexibility. Program Support Funding will enable providers to **hire** new school age program support staff and/or **extend hours** of existing staff. This funding will allow providers to hire staff that will:

- Work collaboratively with the program team to help all children to fully participate;
- Not be included in the minimum *Child Care and Early Years Act* ratio requirements

See Appendix I for Program Support Staff position responsibilities and requirements.

OBJECTIVE

To enhance special needs resourcing support for school aged children 4 to 12 years old in licensed before-and after school programs by enabling child care providers to hire new school age program support staff; and/or extend hours of existing staff.

Note: Children with special needs are defined under the Ontario Regulation 138/15, as a child whose cognitive, physical, social, emotional or communicative needs, or whose needs relating to overall development, are of such a nature that additional supports are required for the child. Providers should review this guideline to learn more about the funding opportunity, eligibility criteria and process.

OUTCOMES

- Programs are enhanced due to additional staff resources
- All children are supported in before-and-after school programs
- Children feel an increased sense of belonging and enjoy positive social relationships in before-and-after school programs (see [How Does Learning Happen?](#))
- Families experience smooth transitions between preschool, before-and-after school programs and summer camp programs

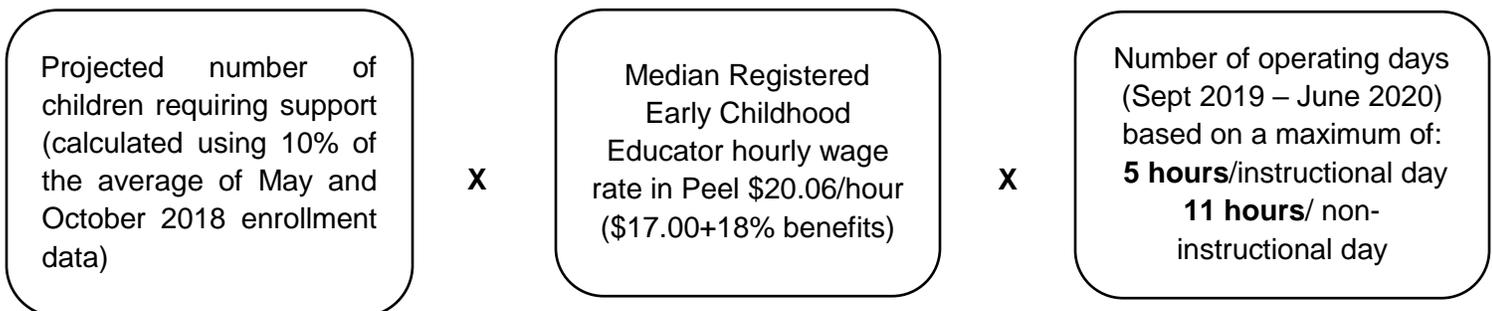
SECTION 2: Eligibility Criteria

To be eligible to receive this funding, providers are required to satisfy the following requirements:

1. Be a licensed child care provider in Peel Region with a signed Early Years and Child Care Services Fee Subsidy and Funding Agreement.
2. Have participated in the 2018/2019 portion of the Program Support Funding pilot program
3. Meet the Region's Authentic Participation requirements:
 - a. Inclusion of children in receipt of fee subsidy;
 - b. Continuous quality enhancement; and
 - c. Inclusion of children with special needs by participating in Peel Inclusion Resource Services.
4. Have sound business management practices; and
5. Be in good standing with respect to financial/contract reporting requirements for all funds provided by the Region. This requirement as it relates to funding **compliance and/or reporting** with respect to any EYCC funding can **impact provider eligibility** for Special Needs Resourcing (SNR) Funding and any other EYCC funding programs.

Section 3: Allocation Approach

Providers will receive a SNR Funding allocation based on the following formula with a budget constraint included:



Note: Providers with a lower operating capacity will receive a minimum allocation of \$5,000

FUNDING ACCEPTANCE

To accept their funding allocation, providers are required to complete an Acceptance Report to:

1. Validate the projected number of children with special needs; or
2. Advise the Region that they serve **more or less** children than projected.
3. Describe how the allocation will be used:
 - o for staffing, (i.e. to hire additional staff, increase existing staff hours, or both)

- to support staff to create a sense of belonging and opportunities for children to enjoy positive social relationships
- 4. Indicate the total number of hours of training, from September 2019 to June 2020 these staff will receive to increase their knowledge to help them support all children to participate in the program

Note: The Region will issue a contract amendment pending approval of the Acceptance Report.

SECTION 4: Key Dates

By June 21	<ol style="list-style-type: none"> 1. Use the Acceptance Report to: <ul style="list-style-type: none"> ○ Validate and accept your funding allocation. ○ Advise if your agency supports more children with special needs than projected. 2. Submit <u>Acceptance Report</u> to: EarlyYearsSystemDivision@peelregion.ca for approval.
Week of July 8th	Contract sent to providers
Week of July 15th	Deadline to return signed contract
August 2019	Coordinate Program Support Staff e.g. hire new staff and/or extend hours of existing staff (pending approval of your allocation)
Early September	Payments to providers

SECTION 5: Reporting and Reconciliation Requirements

1. Providers will be required to complete and submit a final reconciliation and service data report. This will include, but will not be limited to:
 - a. Gross expenditures for hiring additional staff;
 - b. Gross expenditures for extending hours of existing staff;
 - c. Actual number of children served;
 - d. Actual number of children served age 4 to 5 years;
 - e. Actual number of children served age 6 to 12 years;
 - f. Actual number of children served age 13 to 18 years (if applicable);
 - g. Average monthly number of children served, age 4 to 5 years, and 6 to 12 years;
 - h. Number of hours of program support provided;
 - i. Number of full-time equivalents.

2. The report will also reconcile actual expenditures to approved funding provided. If your agency's reconciliation reporting results in underspending, this will be recovered by the Region. You will be notified by email if a recovery is owing to the Region with further instructions.
3. Providers will be required to report additional information as requested by the Region to report on outcomes.

SECTION 6: Accountability Measures

As per the Region's Late filing policy, failure to submit information on time will result in progressive penalties ranging from:

- Stop payments of funding
- Stop placement of children in receipt of fee subsidy
- Full agreement termination

The Region will implement an audit strategy of providers' use of Program Support Funding for SNR in Before-and-After School Programs. As part of this, the Region may conduct site visits to confirm that funding was used for the approved purpose. Additional audit requirements may be implemented on a case by case basis.

Funding must be used for its intended purpose. Providers may not use Funding to generate a revenue. Providers may not use their allocation to contribute (directly or indirectly) to their reserves, or to their surplus/profit/retained earnings, etc. as applicable.

Note:

1. If a provider already supports children with special needs through staff resources, they are required to report this information as part of their Acceptance Report.
2. Funding may not be used to offset budgeted costs and surplus funds must be reinvested into the program in alignment to the outcomes and requirements outlined in this guideline. (to support additional program support hours)

AUDIT APPROACH

As part of both the Provincial and the Regional funding verification processes, providers are required to keep all original documentation for a minimum of 7 years. Through the Region of Peel's audit selection process, providers may be contacted to complete a review of the Program Support Funding for SNR in Before-and-After School Programs identified in their Annual Reconciliation Report.

SECTION 7: Financial Documentation Requirements

Service Providers that receive funding equal to or greater than \$20,000 and less than \$150,000 in their fiscal year based on a combination of the funding types listed below must provide financial statements; however, they can be un-audited statements. The financial statements must include a sub-schedule that breaks down information by child care head office operating in the Region of Peel, if a multiple site Service Provider, and any accompanying notes, within the prescribed deadlines.

Service Providers that receive funding equal to or greater than \$150,000 in their fiscal year based on a combination of the funding types listed below must provide audited financial statements, including a sub-schedule that breaks down information by child care head office operating in the Region of Peel, if a multiple site Service Provider, and any accompanying notes, within the prescribed deadlines.

The Region of Peel prefers that Service Providers submit audited financial statements if they are available regardless of the amount of funding provided by the Region.

Note that the following funding types apply toward the \$150,000 threshold for requiring audited financial statements:

- Fee Subsidy Funding
- Pay Equity Funding
- General Operating Funding – All components excluding “Repairs and Maintenance” and “Rate Reduction Operating Grant”
- Mitigation Funding
- Program Support Funding for Special Needs Resourcing in Before-and-After School Programs and Summer Camps
- Access Funding
- Capacity Building Funding
- Canada-Ontario Early Learning and Child Care Capital Funding
- Community-Based Early Years and Child Care Capital Program Funding

The Region may add and/or remove funding types to be counted toward the audited financial statement threshold as it deems necessary and subject to provincial funding.

Financial Statements are due to the Region of Peel no later than 4 months following the end of the provider’s fiscal year end.

CONTACT US

If you require additional information or have questions about the Program Support Funding for Special Needs Resourcing in before-and-after school programs, please contact EarlyYearsSystemDivision@peelregion.ca.

APPENDIX I: Program Support Position Responsibilities and Requirements

Program Support Staff are required to work in partnership with the program team to support **all** children in licensed before-and after school programs. The following responsibilities highlight the key aspects of the role related to inclusion:

1. Support the principles of inclusion during all daily routines, activities and in all locations.
2. Participate as a team member and support strategies related to daily routines including:
 - Small and large group activities
 - Transitions
 - Toileting and hand washing routines
 - Dressing routines
 - Snack routines
 - Documentation of child's progress and goals
 - Providing additional support on field trips
3. Implement program activities and child specific strategies (individually and in groups) collaboratively with program staff
4. Be flexible, responsive and supportive in order to provide support in a crisis/problematic situation
5. Participate in ongoing professional learning and development

EDUCATION AND QUALIFICATIONS REQUIREMENTS

As per Schedule B-6 of your Fee Subsidy and Funding Agreement, Program Support staff must have the following qualifications:

- Previous experience working or volunteering with children with differing abilities or diagnosis; and/or
- Previous experience working or volunteering with individuals or children with special needs; and/or
- Diploma in Early Childhood Education, Child and Youth, Developmental Support, Educational Assistant or Recreation and Leisure
- Must have a current Vulnerable Sector Check
- Standard First Aid including infant/child CPR certificate as outlined in section 55 of Ontario Regulation 137/15 made under the Child Care and Early Years Act, 2014