

Licensing's Latest Child Care Newsletter

Spring 2016



CHILD CARE LICENSING NEWSLETTER

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VIHA Region-wide Update

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Child Care Licensing
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website:



island health

www.viha.ca/mho/licensing

Care Plans for Children in Care Requiring Extra Support

Who Requires a Care Plan?

Some children require more help than others. All children will struggle with certain tasks as they grow and develop. This does not mean they all require extra support. Children who are observed to have difficulties which appear to be outside the scope of normal growth and development may require extra support.

The Child Care Licensing Regulation defines *a child requiring extra support* as a child who, for physical, intellectual, emotional, communicative or behavioural reasons, requires support or services that are additional to, or distinct from, those provided to other children.

Section 58 of the Child Care Licensing Regulation requires a licensee to have a current care plan for each child requiring extra support.

The Licensee is responsible for ensuring staff have suitable training and the skills to meet the needs of the child who requires extra support and that any special equipment or supplies are available and used appropriately. The licensee must also ensure that the child has access to suitable toys and equipment.

What should be included in a care plan?

The Child Care Licensing Regulation sets out both minimum standards and promotes an inclusive care environment for all children. A care plan is a written record that tells all the staff about the type of care the child will require to ensure their optimum health and well-being in the child care facility. Depending on the needs of the child, a care plan may be simple or it may be complex and require very detailed information. There is no one specific format that denotes a satisfactory care plan. A care plan is as unique as the child.

The following information may be included [if applicable to the child]:

- Specific information about the child's abilities and needs.
- A diagnosis by a health care professional, if available.
- Information regarding the course of action recommended by health care professionals involved with the child, for example, Doctor, Nurse, Physiotherapist, Occupational Therapist, Speech and Language Pathologist, Psychologist, or Supported Child Development Consultant.
- Short and/or long term goals for the child.
- Any medical, safety and/or emergency considerations [i.e. safe evacuation and supplies needed].
- Resources required by the child to meet their full potential in the facility including:
 - o Any adaptations required to ensure the child's safety and comfort
 - o Any changes to the program or activities to ensure the child can participate to the best of their ability.

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How is a Care Plan Developed?

The care plan must be developed by the facility staff with the child's parents or guardian and any person that the parent has requested to be included, as required by the Child Care Licensing Regulation.

Section 58(2)(a) states:

Care Plans

58 (2) The licensee must:

- (a) develop the care plan in consultation, and with a parent of the child requiring extra support and any person requested by the parent.

The first step in developing the care plan is gathering information, ask the following questions:

- What are the problems?
- What are possible solutions?
- What supports and services does the child have or need?
- How will staff be assigned to support the child – ensuring that this person has the proper training and education to support the child?
- What special equipment and supplies are needed?

When is a Care Plan Reviewed?

Section 58(2)(b) of the Child Care Licensing Regulation states:

Care plans

58 (2) The licensee must

(b) review the care plan at least once each year with a parent of the child requiring extra support and any person requested by the parent.

The Child Care Licensing Regulation requires that the care plan be reviewed, at minimum, once per year; however, the staff and family should consider revisiting the plan whenever important changes occur in any aspect of the child's care and/or development. Additionally, it is a good idea to review a new care plan within the first three months to ensure it is working.

*Some information in this article retrieved from the Licensing Branch, Ministry of Health Fact Sheet on Care Plans, for more information, this Fact Sheet can be accessed at:

http://www.health.gov.bc.ca/library/publications/year/2008/Fact_sheet_careplan_childcare.pdf

Concussion Awareness Resources for Educators, Care Providers, Parents and Coaches

The Canadian Paediatric Society recommends that anyone involved in child and youth sport should be educated about the signs and symptoms of concussion and the appropriate management of a child with a concussion. Two Canadian Resources are now available on the web to assist Educators, Child Care Providers, Parents and Coaches to learn more about concussions:

1. **Parachute Brain Waves** is a practical and fun concussion awareness and brain and spinal cord education program now available to elementary school children and their teachers (and could be easily adapted for child care settings). The program was originally developed for students in grades 4-6; however, the material can be adapted for an older audience. Educators, public health workers, child care providers and community workers who wish to get involved or learn more about the program can contact brainwaves@parachutecanada.org.

2. The Concussion Awareness Training Tool CATT is available at: www.cattonline.com

The *Concussion Awareness Training Tool* (CATT) includes three toolkits providing training in the recognition, treatment and management of concussion for: 1) Medical Professionals; (2) Parents, Players, and Coaches; and (3) School Professionals. CATT is free, accessible and regularly updated with evidence-based information and resources. Each toolkit includes a self-paced learning module as well as tailored resources relevant to the specific audience.

The kits provide parents, care providers, educators and medical professionals the necessary resources for supporting a concussed child/youth in his/her integration back to school or child care:

- RECOGNIZE the signs and symptoms of a concussion
- RESPOND to a concussion event
- Understand what a student needs to RECOVER from a concussion
- PREPARE for a student's return to school or child care
- Support a student's RETURN to learn and activities
- PREVENT and support PRACTICE through strategies and POLICIES.

Contacting the Licensing Office

Licensing Officers are often out in the field conducting inspections and not available to answer a telephone call. When leaving a message for your Licensing Officer, please leave the following information:

- Both your first and last name;
- the name of your facility;
- a brief summary of the reason for your call, and
- your phone number.

This information will help us to get you the support that you need in a timely manner.

At any time you are contacting Licensing to report a serious allegation, including abuse or neglect, and your Licensing Officer is not available, please press "0" and request to speak to another Licensing Officer.

If a Licensing Officer is absent from the office for an extended period, this should be identified on their voicemail message. In these circumstances, a plan will have been made for coverage. Press "0" and request to speak to the Licensing Officer providing coverage. Your Licensing Officers voicemail is not monitored during absences so any message left will not be retrieved until their return.

You Were Asking...

I run a family child care facility out of a suite in my home. Recently, my Licensing Officer informed me my whole home is covered under my licence and could be subject to inspection, is this true?

Yes - With both Family Child Care and In Home Multi-Age Care, care is being provided in the Licensees personal residence and the whole home will be covered under the licence [even if some areas may not be used]. This means that the whole home may be subject to inspection. Licensing Officers will use their professional discretion in order to determine if an inspection of the whole home is necessary. Additionally, during the application process, Licensing will request that a fire inspection of the whole home is completed to ensure it meets the necessary fire safety requirements.

What kind of situation may lead to an inspection of the whole home?

Examples of situations that may lead Licensing Officers to inspect the whole home include: there is reason to believe additional children may be cared for in other areas of the home, there is a potential safety concern or children are accessing other areas of the home on occasion.

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Section 57(2)(i) of the Child Care Licensing Regulation requires that a photograph or digital image be kept for each child in case of an emergency, can the digital image be on my phone or computer?

Digital image should be interpreted as meaning *a photo taken with a digital device*, photos stored on a cell phone or computer only would not meet the requirements of the regulation. You may keep copies electronically, but must also have hard copies of the photos because they must be accessible at all times. Electronic copies may not be available at all time due to unexpected power outages or cell failure. These devices are not reliable in emergency situations.

I would like to know exactly when my Licensing Officer will be attending my facility for an inspection, is this possible?

No - Licensing inspections should generally occur on an unscheduled basis. This is important as it gives Licensing staff an opportunity to see the facility operating naturally, as it does day to day. Additionally, it allows Licensing Officers to assess that compliance with the minimum standards is being maintained on an ongoing basis. Some inspections, such as initial inspections or follow-up inspections may be scheduled.

In the three months leading up to when a routine inspection is due, Licensees will receive email notification that their inspection is coming up and will be provided with a checklist to assist in preparing for the routine inspection.

Licensing Officers work collaboratively with you to conduct an inspection. If a Licensing Officer arrives at a time that is not convenient, depending on the nature of the visit, a different time may be negotiated. As a reminder, the legislation does require that facilities are open for inspection at all times during care hours; however, in some circumstances a Licensing Officer may be able to return at an alternate time. For example, if the purpose of the visit was to conduct a routine inspection and the children are about to go on a planned field trip.



For VIHA Region-wide Updates:

South Island

#201-771 Vernon Ave (Gateway Village), Victoria, BC V8X 5A7, PH: 250.519.3401, FAX:250.519.3402

Orientation Sessions

Child Care Information Sessions for Family Child Care Applicants are available on Saturday mornings.

Manager Information Sessions for Prospective and New Managers of Group Child Care Facilities (including Group Child Care – School Age) are held a minimum twice per year. Contact 250-519-3401 to inquire and register for the next sessions.

Central Island

#29-1925 Bowen Road, Nanaimo BC, V9S 1H1, PH: 250.739.5800, FAX: 250.740.2675

Orientation Sessions

For information regarding the *Child Care Licensing Information Sessions* or the *Manager Information Sessions for Prospective and New Managers of Group Child Care Facilities* (including Group Child Care – School Age), please contact 250-739-5800 to inquire and register.

North Island – Two offices:

#200-1100 Island Highway, Campbell River, BC V9W 8C6, PH: 250.850.2110, FAX: 250.850.2455

355 – 11th Street, Courtney, BC V9N 1S4, PH: 250.331.8620, FAX: 250.331.8596

For more information on Child Care Licensing Information Sessions being offered contact 250.739.5800.