

WHAT IS A CARE PLAN?

Section 58 of the Child Care Licensing Regulation requires a Licensee to keep, for each child requiring extra support in order to successfully participate in the child care setting, a current **care plan**, which shows the following information:

- A relevant diagnosis (if applicable) as made by health care professionals (HCP);
- The courses of action recommended by HCP's to address the needs of the child;
- The resources to be made available to the child by the Licensee, including:
 - Any adaptation to the facility necessary to ensure the child's safety or comfort, and
 - Any modification to the program of activities necessary to enable the child to participate in or benefit from the program.



Licensees must develop a **care plan** in consultation with the child's parent, or any person requested by the parent, and must review the "**care plan**" at least once a year. Licensees are also required to record their compliance with the **care plan** with respect to any therapeutic diets and medication given to the child by the Licensee, modification made to the program of activities for the child's benefit, and the behavioral guidance provided to the child and its benefit. The length of the **care plan** and the detail required in it, will be determined by the complexity and number of interventions or adaptations required to allow the individual child to be successful in a particular child care setting. Some care plans will be short and some will be long, depending on each child's particular needs and the individual child care facility. For example, a child who requires an epi-pen to be administered following exposure to an allergen such as peanut butter, or a bee sting, will require a care plan outlining all the details surrounding the epi-pen's use and any additional steps to be taken by care providers. Another example of the need for a care plan could be for a child who requires some modification of the child care program and environment when they are present in the facility due to some attention deficit issues.

The goals in developing an individualized care plan for a child requiring extra supports are to:

- Ensure a multidisciplinary approach to providing care to the child;
- Maintain the child in the best possible state of health and well-being;
- Provide a communication tool for caregivers; and
- Maximize the child's quality of life while attending the child care facility.



A care plan should include:

- An assessment of the child's care needs;
- Goals for the child;
- Approaches to use to satisfy the child's care needs; and
- An objective evaluation of the plan to identify which approaches were successful and those that need improvement.

APPLYING FOR AN EXEMPTION? A NEW STEP IS REQUIRED IN THE PROCESS

In August 2008, a new step was added to the exemption process as a result of a recent Community Care and Assisted Living Appeal Board decision. Before Licensing staff are able to process a request for an exemption, the Licensees must provide the following information with their request:

- How the Licensee informed or consulted with the person in care, the agents or personal representatives of persons in care, or the spouses, relatives or friends of persons in care regarding the application for an exemption; and
- The response to the information that was provided to the Licensee by the above named parties in regards to the application for an exemption.

Please remember that when informing families who have children in care of the intention to apply for an exemption related to children, confidentiality must be ensured. Specific names of children should not be included in your communications when informing parents of the intention to apply for an exemption.