

# FACT SHEET

## Child Care Licensing Regulation

### *Community Care and Assisted Living Act*

## CARE PLAN

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.

---

### **What is a care plan?**

A care plan specifies the care a child requiring extra support (see above) needs to develop socially, emotionally, physically, and intellectually in the context of the child care facility. The purpose of a care plan is to ensure that children in care who require extra support get that support in a systematic and predictable manner.

### **Why does a child need a care plan?**

Early childhood experiences have a profound impact on the overall health and well being of children throughout their lifetime. All children deserve the opportunity to acquire the skills needed to become productive, happy and healthy adults. The Child Care Licensing Regulation promotes an inclusive care environment for all children regardless of age, developmental level, or physical abilities. A care plan is required to meet the individual needs of children who require extra support so they can derive the maximum benefit from a child care facility's activities and services.





### **Does every child in care require a care plan?**

No, not every child needs a care plan. A child requiring extra support may have developmental delays or a diagnosis of a physical, emotional, or intellectual impairment requiring extra support and thus needs a care plan to document how that extra support is to be provided.

However, there may be circumstances in which a child who has not been diagnosed with a specific impairment may require additional help to be functional at the child care facility; in such circumstances it may be helpful to seek information and resources from local services and supports to answer questions, and document that child's needs and the child care facility's response to them in a care plan. For example, a child on a wait list for a speech and hearing assessment may benefit from the development of a care plan.

### **How is a care plan developed?**

Information for a care plan will come from discussion with the child's parents, other caregivers, medical practitioner(s), early childhood intervention services<sup>1</sup> or other health care professionals, and from observing and working with the child. The plan will describe the child's needs and how the child care facility can best meet those needs.

A care plan may be as simple as a paragraph or it may be complex and require multiple pages. The first step in developing the care plan is gathering information: what are the problems? possible solutions? what supports and services does the child have or need? how will staff be assigned to support the child? what special equipment and supplies are needed? A plan may also include a list of medical, safety, and emergency considerations. The care plan should outline how a child will be accommodated each day at the facility and may also identify short and long term goals. Once a care plan has been documented,



copies should be provided to the child's parents and others who are involved in the day-to-day care of the child.

Care plans are as unique and as individual as each child. Remember the goal of a care plan is to ensure the child has safe and successful experiences that promote physical, social, emotional, and intellectual development.

### **How do I know if the care plan is working or if it needs to be changed?**

Reviewing a care plan is the best way to assess if it is working or needs to be changed. The Child Care Licensing Regulation requires that a care plan be reviewed at least once a year (or earlier if the needs of the child change significantly) with the child's parents and anyone the parents request, which may include early childhood intervention services. It is a good idea to review the initial care plan within three months of its being implemented.

Reviewing a care plan means collecting information and asking questions: how has the child progressed? what is working? what is not working? how can it be changed? is the child happy? what do staff need? Remember that parents are often the best source of information about their child. You will also need to work closely with staff and other agencies that provide specialized services and that can act as a resource when concerns or questions arise.



<sup>1</sup>Early childhood intervention services may include Infant Development Programs (IDP), Aboriginal Infant Development Programs (AIDP), Supported Child Development (SCD), Aboriginal Infant Development (ASCD) and Early Intervention Therapies (EIT).

### **For more information**

Contact the local health authority community care licensing program and speak with a licensing officer.

This information is not to be regarded as a substitute for the *Community Care and Assisted Living Act* and regulations or legal advice. If you require legal advice about the issues the issues discussed here please contact independent legal counsel.

