

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: F. Children's Services	Effective Date: January 2010
Topic: 3. Services for Children with Special Needs	Replaces: November 2004
Subject: 3.1. Special Needs Resourcing	
Policy No. F.3.1.	Page 1 of 3

POLICY

Authority: Day Nurseries Act, Section 1
Day Nurseries Act - R.R.O 1990, Reg. 262, Section 1

The Special Needs Resourcing program allows an agency to provide a range of services to children with special needs (which include children with behavioural, physical and/or developmental disabilities or delays) such as:

- Services and support to children with special needs in an early childhood setting; and/or
- Support and training to staff, parents, volunteers in a variety of early childhood settings with support and increase opportunities for integration of children with special needs

The Manitoulin-Sudbury DSB is committed to encourage the integration of children with special needs into community child care services with their peers.

Special Needs Resource services will be available at no additional cost to parents. No parent should have to pay a higher fee for a child with special needs than for any other child.

PROCEDURE

The Manitoulin-Sudbury DSB will ensure that the Agency which provides special needs resourcing programs to caregivers and children with special needs meet requirements of Ministry Legislation and Operating Criteria, where applicable, and any other program requirements of the Manitoulin-Sudbury DSB.

The Manitoulin-Sudbury DSB negotiates an annual operating budget with the Agency for the provision of special needs resourcing programs.

The Manitoulin-Sudbury DSB may change the payment amount or service targets from time to time by giving written notice of the changes to the Agency.

The Manitoulin-Sudbury DSB may reduce or terminate payment when financial and/or service targets are not met.

The Agency shall provide a range of services to children with special needs and

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Subject: 3.1. Special Needs Resourcing	
Policy No. F.3.1.	Page 2 of 3

my use the funds

- To purchase the services of resource teachers for children with special needs in licensed child care settings; they also work with parents to ensure a consistent expectation and approach
- To purchase specialized toys and equipment in support of the program plan for an individual child with special needs
- Completion of appropriate developmental assessments
- Linkage to other community agencies and services
- Access to resource library
- Professional development
- Transportation costs

MONITORING AND REPORTING

The Manitoulin-Sudbury DSB will:

- Pay to the Agency an amount for the provision of special needs resourcing programs which shall be determined through the DSB's analysis process of the Agency's budget and shall be based on service targets
- Collect accurate service and financial targets from funded agencies as required by MCYS
- Reconcile the Agency's use of funds and recover if required
- Meet service targets before reallocating funds to other programs
- Conduct an annual audit to ensure that local practices have been established and are being implemented

The contracted Agency will:

- Report accurate service and financial targets to the DSB within time frames; failure to submit information may result in withholding of subsequent payments
- Establish documented policies regarding qualifications of resource teachers, service standards, file standards, serious occurrence procedures, criminal reference check policies etc.

SERVICE DATA ELEMENTS

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Topic: 3. Services for Children with Special Needs	Replaces: November 2004
Subject: 3.1. Special Needs Resourcing	
Policy No. F.3.1.	Page 3 of 3

As a minimum, Service Providers and Manitoulin-Sudbury DSB are required to report the following on a quarterly basis.

- Number of children served. (The number of individual children enrolled in the program who received service).
- Number of Full Time Equivalent (FTE) Staff. (The number of assigned staff responsible for the delivery of the service).
- Number of Special Needs Resourcing contracts. (The total number of special needs resourcing contracts with service providers).
- Total Gross Service Provider Cost. (The total cost to the service providers for providing the service. This is calculated by adding the Service provider's total salaries/benefits and other service costs)