

# Rivercity Inclusion

## Supported Child Development Program

Located at

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Office hours: 8:30 a.m. to 4 p.m.  
(Monday - Friday)

Website: <https://rivercityinclusion.ca/programs/supported-child-development-program>



# Our team



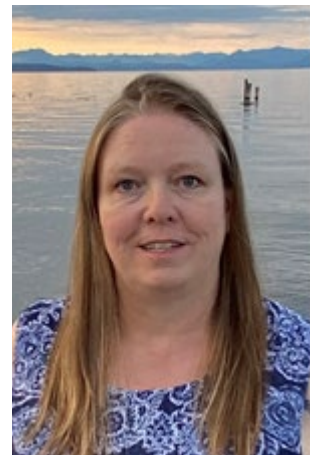
Debbie Deneka-Stansell  
Program Manager



Kristy Drake  
Consultant



Penny Christensen  
Consultant



Nicole Walker  
Consultant



Karen Taylor  
Consultant



# Who we support.

Supported Child Development Program (SCDP) assists families of children with extra support needs to access inclusive, licensed childcare programs of their choice.

## Up to 13 years of age

To be eligible for Supported Child Development, children must meet all three provincial eligibility criteria. These are:

**1. Have a delay or disability in at least one area of development:**

- Physical – a visual impairment, special health care needs or difficulty with gross or fine motor development
- Cognitive – an intellectual or mental disability
- Communication – hearing impairment or significant challenges in speech or language development
- Social/Emotional/Behavioral – serious emotional issues or severe challenges in interacting with others and behaving in a safe and appropriate way.

**2. Be under the age of 13 years old (under 19 for older aged funding); and**

**3. Require extra support to participate in a licensed childcare program with their peers.**



## Youth over 13 years of age (until 19)

Funds are available to families of youth who have significant need and would require another adult to support them in attending a program. The funding is intended to facilitate skill building and/or leisure recreation activities and will be individual to the child and family.

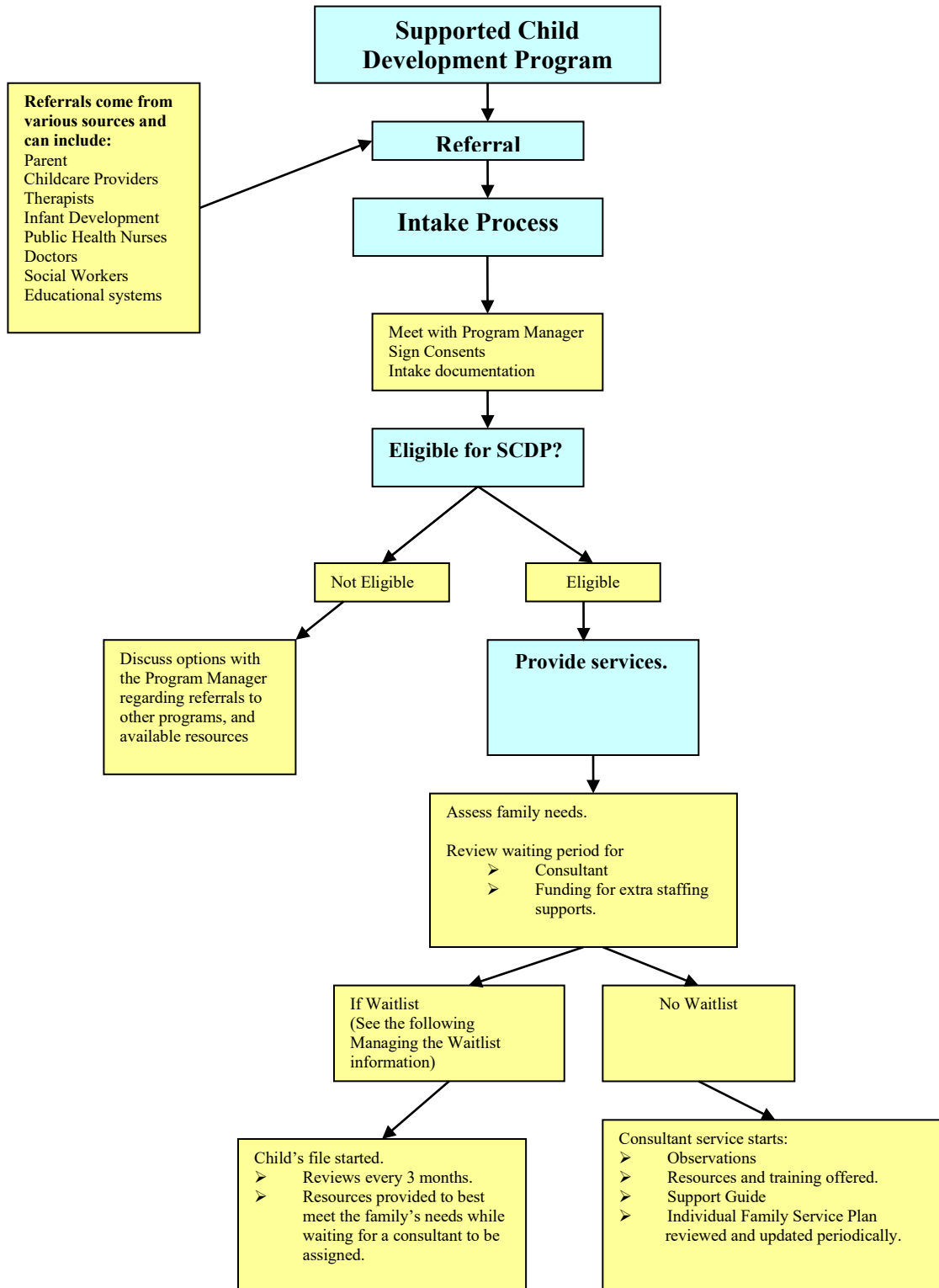
- **Referral will be made to SCD from CYSN Social Workers based on need (other referrals may be considered case by case) which will include a general plan for the utilization of funds.**
- **Deadline for applications (which will fall in March each year) will be determined by SCDP. Monies will be approved around April 1, 2023**

Funding from the Supported Child Development (SCD) budget allocated to youth over 13 years of age to provide service to meet their exceptional needs will be distributed as follows:

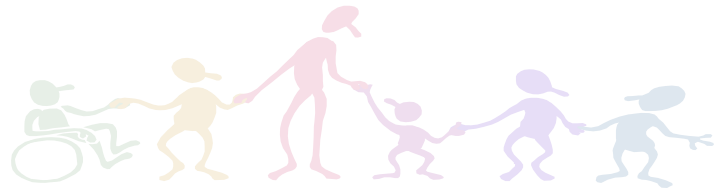
- A Committee (consisting of, but not limited to, CYSN Social Workers, Family Support Workers, SCD Program Manager) will meet in March to allocate funds for the upcoming fiscal year.
  - ✓ funding will be used specifically to facilitate skill building and/or leisure/recreation activities and will be individual to the child. It may be used to support the youth accessing community programs OR it may be paid directly to the family to support their child's needs.
  - ✓ A general plan, developed in collaboration with the family & community resources, to support the request for funding will be brought to the committee by the referral source (CYSN SW)
  - ✓ Funding will be allocated to a maximum of 8 children for a maximum of \$4000 per year.
  - ✓ Any extra funds will be held for emergency funds which will be allocated with the approval of the committee throughout the fiscal year.
- A survey regarding the funding and how it met the needs of their child will be completed by families bi-annually to assist us in evaluating the need and the process.
- **Approved funds are only to be used for support hours for youth to participate in activities and not activity fees.**
- **Parents are responsible for hiring their own support workers. SCDP does not hire support workers to support.**

# Entering Supported Child Development

This flow chart outlines the steps to receiving Supported Child Development services.



# What to Expect



## Individual Family Service Plan (IFSP)

- An IFSP is a planning process for you and your family to identify your child's strengths and future goals. You choose your involved team (i.e.: family members, childcare staff, Dogwood team) and who you want to facilitate this process.
- You will review and approve the IFSP before copies are sent to other members of your child's team. The team meets regularly, usually every six to twelve months, to monitor and discuss progress. Goals and strategies are adjusted as required.

## Support Guide

- The Support Guide is a document that identifies your child's strengths, development, and level of support needed to ensure their successful participation in a childcare setting.



## Developmental Assessments

Our consultants use a variety of assessment and screening tools. These are optional tools/service.



1. **Ages and Stages Questionnaire (ASQ)/Ages and Stages Questionnaire-Social Emotional (ASQ:SE)** – Ages 4 months to 60 months of age.
2. **The Assessment, Evaluation and Programming System for Infants and Children 2<sup>nd</sup> Edition (AEPS)** –Birth to six years of age.
3. **DAY-C Developmental Assessment of Young Children**-Birth to 5 years 11 months of age.

## Family and Home Visits

- You have a choice of where or when you meet with your SCDP Consultant.



## Extra Staffing Supports

- For some children, the services of a SCDP Consultant are not enough. Extra staff may be needed to fully include your child in the same activities and routines as his/her peers.
- There is a community committee (Funding Allocation Committee) that reviews the needs of all children and allocates funding in a fair and transparent way. The FAC meets several times a year to review request needs.
- SCDP Local Advisory Committee has established **guidelines** on the maximum number of support hours a child will receive. A request can be made for exceptional funding outside of the set guidelines. **Exceptional funding** guidelines established by the Local Advisory Committee are:
  - Your family needs childcare in order to go to work, go to school or has short-term medical needs. In order for your child to attend the childcare setting funding above the established guidelines is required.
  - Other support options have been explored.
  - A gradual reduction plan is in place (the goal being for your child to be as independent as possible while still meeting their needs within the childcare setting)
  - The exceptional funding request has been approved by the Funding Allocation Committee.



## Childcare Setting Visits and Support

- SCDP Consultants will spend time observing and interacting with your child, which is documented after each visit and will include suggestions and next steps.
- They also offer ideas and suggestions and model strategies for the staff.



## Lending Library

- We have a wide range of books and other resources on early childhood development, parenting, specific disabilities, play ideas and children's books.
- We also have specialized equipment and other learning resources.



## Education and Workshops

- Workshops that are open to families, friends, professionals and childcare providers
- Online videos and training opportunities

## Transition Planning and Supports

SCDP Consultants are available to provide planning and support during the following transitions:

- Infant Development to Supported Child Development
- Home to childcare setting
- To or from a new community
- Transition to kindergarten and continued support through elementary school years



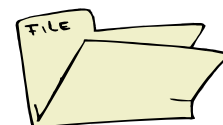
## Fees



- There are **no fees for our service**, however there may be registration fees for some of the workshops or conferences we provide.
- The **fees for the childcare program your child attends are not covered by our program** and are your responsibility. The Affordable Childcare Benefit and a Special Needs Supplement may be available to assist you with these costs.

## Privacy

- All records and personal information, including meeting notes, are kept confidential within Dogwood Place. An individual file in your child's name is kept with all reports and information you give us, as well as the completed Support Guide and Individual Family Support Plan.
- Your child's file is available to you and others upon your request and with your consent.

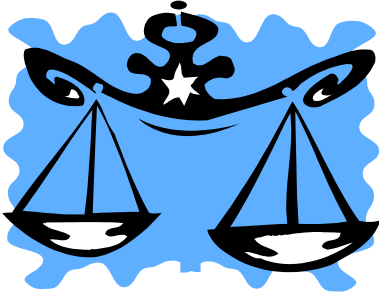
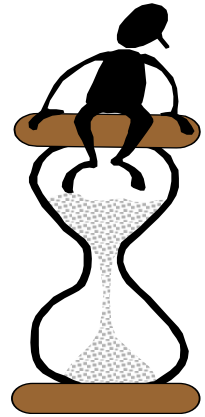




# Managing the waitlist

It is reviewed 4 times a year by the SCDP FAC (no names are brought forward).

A Waitlist Priority Rating Scale is used to manage the waitlist.  
It considers the following factors and considerations:



- **Length of time on the waitlist**
- The child's **age**.
- The level of intensity and/or nature of the **child's needs**
- The level of **family needs**
- The level of the child's **needs in a childcare** setting
- **Observations** from community and education partners, therapists, and specialists.

Parental consent must be given prior to contacting and obtaining information

## Transportation

- No transportation is provided. Families are expected to arrange for transportation to and from the childcare setting.



## Questions or concerns

Please address any questions to SCDP staff and they will refer your question to the appropriate staff member if unable to help.

We encourage everyone to address their concerns or complaints right away, and not allow them to grow. If you have a concern arising from services, please take the following steps.

- Contact the staff member directly to discuss your concern. If this is not possible or you feel uncomfortable with this, proceed to the step you would be most comfortable with
- Discuss it with the Program Supervisor
- Fill out a “Complaint Form” (located at reception)
- Discuss it with Executive Director of CRADACL

See *appendix A* for Formal complaint form.

## Frequently asked questions:

**Q. How do I know if I can receive Affordable Childcare Benefit? How do I apply?**

A. The Ministry of Children and Family Development has information on the Affordable Childcare Benefit  
<https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/child-care-benefit>

For assistance in completing Childcare Subsidy Applications, you can contact one of the Consultants or the Program Manager at the Supported Child Development office.

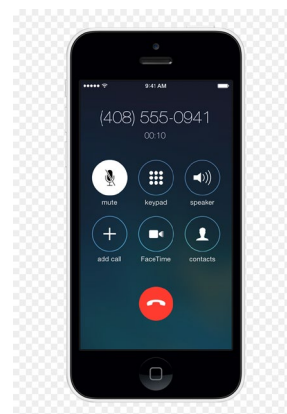
**Q. Does the SCDP Consultant work with my child?**

A. No. If your child is requiring extra staffing support a support worker will be hired to provide support. The Consultant will observe your child in the centre and will provide strategies, resources, and training to the childcare staff. You can also discuss developmental assessments with the consultant.

**Q. What do I do if my child is going to be absent from the childcare setting?**

A. Please contact the childcare setting and let the supervisor know when your child will be absent and when they will be returning. If your child requires individual extra staffing support and you do not contact the centre to let them know your child is returning, the support worker will not be present to work with your child and your child may not be able to remain at the childcare setting for that day.

If you are going on vacation or your child will be absent for an extended period, please let us know as soon as possible.



**Q. What does it look like when my child has support in a childcare program?**

- A.** When your child has extra staffing support within their program it means that there is an extra childcare provider in the program for a designated period of time (as specified in your child's Support Guide).

The support worker's responsibilities within the program are determined by your child's Individual Family Service Plan.



**Q. What happens if my child needs more support than they are currently receiving?**

- A.** A request for additional support will be completed by your SCDP Consultant. The request will be forwarded to the Program Manager. If there is a waitlist for extra staffing support funding the Program Manager will add the request to the waitlist (see section – Managing the Waitlist).

## APPENDIX A



### RIVERCITY INCLUSION

#### Dogwood Place – Formal Complaint Form

If you have a concern arising from services offered through Dogwood Place: Child & Youth Development Centre, please:

Fill out this form and take it in person to the Executive Director, **OR** call 250-286-0391 to speak to the Executive Director, **OR** the form can be mailed in a sealed envelope addressed to:

**Attention: Executive Director**, RIVERCITY INCLUSION, 1153 Greenwood Street, Campbell River, BC V9W 3C5

You may also contact the Representative for Children and Youth at <https://www.rcybc.ca/>

My name is: \_\_\_\_\_

Today's date: \_\_\_\_\_

The problem I am having is:

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I would like to see the following resolution to this problem:

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☐ I can be contacted at: \_\_\_\_\_