

TITLE: TERMINATION PROCESS	SECTION: CHILD CARE
DATE: February 15, 2007	POLICY NO.: KDSB-CCS-IV-17
APPROVED BY: Resolution No. 2007-19	REVISED: Resolution No. 2009-37

POLICY STATEMENT:

The Kenora District Services Board will notify child care centres immediately if a parent has indicated at the time of review, that they no longer require child care. This will be the policy for both regular Day Nursery Act fee subsidy and Ontario Works formal child care subsidy.

PROCEDURE:

1. The Kenora District Services Board will reimburse child care centres for approved child care subsidies when the children are attending the centre and up to three sick/absent/vacation days per month.
2. Families who have exceeded the three absent/sick/vacation days in any given month may apply to the Manager of Children's Programs for relief (please see appropriate policy for procedure).
3. Ontario Works clients will receive up to five days of fee subsidy when the child is not attending the centre. The child care centre will contact the OW office when the third absent is apparent and advise the appropriate caseworker in writing of the situation. Failure of the child care centre to notify the OW office after the third absence will cause the child care centre to be liable for child care fees after the third day.
4. The Ontario Works office will contact the child care centre within the five day period to advise the centre if the client has been granted additional days or if the file is terminated. Failure of the Ontario Works office to notify the child care centre within the five days will extend the client's eligibility. Additional eligible days beyond the five days allocated will be billed to the KDSB via the regular attendance report. The child care centre will report to the KDSB the particulars involved when any OW client has been granted additional days due to a failure of the OW office to complete their follow-up.
5. Should the Ontario Works office fail in their efforts to contact a client, close the file after five days and the client subsequently contacts the child care centre/Ontario Works office to express a desire to continue utilizing the child care services, the Ontario works client must attend an interview with their caseworker to be re-referred. Prior to the paperwork being completed the policies and procedures for fee subsidy and Ontario Works formal child care funding, the three day absent/sick/vacation rule and all other pertinent information must be explained to the client. Should this scenario occur more than three times with one family, the Manager of Children's Programs will make a decision about future eligibility.
6. The KDSB will pay regular fee subsidy and Ontario Works formal child care for all eligible families up to and including the five day window explained above. There will be no further fees paid unless there is a waiting list for that age group and verification is provided that the space has not been filled after the five days. If there is no waiting list for the age group, the five day rule will stand. Child care centres must produce a waiting list for the KDSB each month detailing the ages and amount of care required for each child.
7. Dispute resolution between the Ontario Works offices and the Child Care Centres will be handled by the Director of Ontario Works and Child Care. If resolution has not been found, the matter will be referred to the Ontario works/Child Care Committee of the Kenora District Services Board.