

GUIDELINES FOR EXTENDED HOUR CHILD CARE SERVICES FOR DAY CARE CENTRES AND FAMILY DAY CARE HOMES

Extended hour child care is a child care service to families, beyond the normal operating hours of a child care facility and would include the following service components:

- ☞ **Evening care**, which is care provided to families from 6:00 p.m. to 12:00 a.m., for a minimum of 4 hours. When evening care is provided to a specific client group for a particular industry or training program, the length of time of the care, and the effective time of the care, would be taken into consideration.
- ☞ **Overnight care**, which is care provided to families after 12:00 a.m.
- ☞ **Weekend care**, which is care provided to families on Saturday and/or Sunday.

Requests to provide extended hour care must be submitted in writing to the Day Care Co-ordinator, for approval by the Director of Child Day Care. The Day Care Co-ordinator will visit your facility to see space and equipment used for extended hour care.

1. Proposals to provide extended hour care must include the following details:

- ☞ a statement of the service, including operating details such as hours of operation, days, etc.
- ☞ description of the extended hour care program routine, including scheduling of meals, snacks, activities, preparation for bedtime, etc.
- ☞ numbers and ages of children in care
- ☞ designation of the areas of the facility to be used (including areas used for sleeping, eating, personal hygiene) (**NOTE:** Basement areas of family day care homes cannot be used for sleeping or napping children, unless a satisfactory report is received from the fire authority.)
- ☞ emergency evacuation plan
- ☞ description of the sleeping accommodations (**NOTE:** Cribs and beds are required for children receiving extended hour care.)
- ☞ description of arrival and departure routines
- ☞ description of the child care provider's responsibilities (i.e., who provides care when child is awake, asleep)
- ☞ description of family activities/responsibilities child(ren) will be involved in (i.e., any lessons/classes, etc. that the child will be required to attend with the provider)
- ☞ description of all responsibilities caregiver agrees to regarding the child(ren)'s activities (i.e., swimming lessons, soccer games, etc.)
- ☞ statement on addressing transition times when children for the extended hour care program are arriving at the facility
- ☞ information on how the need for the care was determined in the community, including supporting documentation (i.e., surveys, current wait lists)
- ☞ agreement to respond to the community if the child care needs of the families change (i.e., extension of the evening operating hours)

☞ statement on how the service will be marketed in the community

☞ financial viability of the service

2. All licensing requirements must be met prior to the effective date of the extended hour care service, where applicable.
3. Utilization of the extended hour care spaces will be monitored through the submission of the Daily Attendance Records, along with the Attendance Payment Report, for each billing period, six months from the approval date of the service.
4. If the spaces are filled for the service, the facility is required to maintain a waiting list that details the ages of children, hours of care requested and the entry date on the waiting list.
5. Spaces approved as extended hour care spaces are eligible to receive up to one and one-half times the start-up and operating grant, per space.
6. The Day Care Co-ordinator will conduct monitoring visits during the operating hours of the extended hour care service.
7. If Child Day Care determines that the extended hour care spaces are not being used, the facility may be required to reduce the spaces, or discontinue the service.
8. If Child Day Care determines that the extended hour care service is impacting negatively on the financial operation of the facility, the facility may be required to reduce the spaces, or discontinue the service.
9. Facilities will agree to ensure that the service is responsive to the community's needs and adjust the service accordingly.

Additional Criteria:

☞ Separate sleeping space is required for male/female child(ren).

☞ Day Care Co-ordinator approval based on the child care provider's competence to provide extended hour care. (This will include a review of the competency areas and a review of the number and nature of complaints.)

☞ Specific arrival and departure times for each child must be recorded and available.

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