

SUBJECT

**REQUEST FOR A CHILD WITH
ADDITIONAL SUPPORT NEEDS OVER
12 YEARS OF AGE TO CONTINUE TO
ATTEND A CHILD CARE FACILITY**
Child Care Centre

DATE

August 2016

RESPONSIBILITY

CHILD CARE CO-ORDINATOR (CCC)
QUALITY ENHANCEMENT SPECIALIST
(QES)

SUMMARY: Discussions about transition planning should begin to occur during the review meeting in the year the child with additional support needs turns 11 years old. Transition planning is required before requesting an age exemption based on exceptional circumstances. “Exceptional circumstances” means there are no formal or informal community based supports that currently exist to meet the child’s additional care needs. This procedure defines the steps to respond to a request from a child care centre for consideration by the Assistant Director for Quality Assurance of the ELCC Program to continue to enrol a child who will be over 12 years of age.

PROCEDURE:

1. At least one month prior to the end of the school year in which the child’s turns 13, the child care centre and parent/guardian submit a co-signed letter requesting the child continue to attend the centre beyond 12 years of age. This letter must explain how the centre will be able to meet the child’s additional support needs and provide the rationale for the child to continue to attend. The letter must include information about the lack of available care options or programs for the child, the hours and the days of care required and plans for transitioning to appropriate programming for the child. Other professionals involved with the child, such as a Family Services Worker, should also provide a letter of support.
2. Forward the supporting letters, along with your recommendation, to the ELCC Specialist/Supervisor for review prior to submitting for approval to the Assistant Director – Quality Assurance. Include information about peer interactions and age appropriateness of the program for the child and the other children enrolled.
3. If approved, add a provision to the facility licence as the facility will be caring for a child who is older than the ages of the children for which they are licensed. Update the license to state: “Provision to provide care for a maximum of 1 School age child(ren) over the age of 12 years, within the maximum number of [INSERT NUMBER] licensed spaces to [INSERT END DATE]” on the facility’s licence.
4. A copy of the approval letter is sent to the parent(s), CCC or QES, the ELCC Specialist/Supervisor(s), supporting professionals (when applicable), the ELCC Assistant Director for Quality Assurance and the Subsidy Advisor.

Note: In cases where different ELCC Program staff are completing the recommendation and

updating the licence, a copy of the letter will serve as communication to the CCC to update the licence.