

# Child care and early learning updates e-newsletter

**October 25, 2024**

Welcome to The Regional Municipality of Durham's child care and early learning updates e-newsletter. These e-newsletters provide licensed child care operators in Durham Region with updated information related to child care.

This edition includes the following topics:

- Enhanced staffing funding applications: January to June 2025
- SharePoint Operator Portal survey
- Special Needs Resourcing (SNR) services evaluation
- Updates from Children's Developmental and Behavioural Supports (CDBS)

## Enhanced staffing applications: January to June 2025

The online application for enhanced staffing funding for the January to June 2025 funding period will open on November 12 and close on November 29. The application form can be accessed through the Operator Portal in the Templates and Forms section by selecting Funding and Reporting.

Applications for enhanced staffing funding must include a Collaborative Action Plan that details the need for enhanced staffing support, including goals and milestones for success. For child-specific support, the application must also include the child's signed Individual Support Plan.

### Reminders

Child care centres must report on their use of approved enhanced staffing funding each month. The reporting template can be found on the Operator Portal. Completed reports are due by the 15 of the month following the month enhanced staffing funding was utilized (e.g., The report for January is due February 15, and the report for February is due March 15).

Once a report has been submitted, service providers will receive a confirmation email to the address provided. If a confirmation email has not been received, the report has not been received.

Payment will be issued when the monthly report has been submitted and reviewed by the Children's Services Division. Late submissions will not be paid until the following pay period.

## SharePoint Operator Portal survey

The Children's Services Division is looking at how we communicate with operators and requests your feedback on the SharePoint Operator Portal. This is your chance to share your thoughts and ideas about how we communicate and how we can more effectively communicate in the future.

To get an overall understanding of everyone's experience, please ask all staff in your organization who use the Operator Portal to take a few minutes to complete the survey. Your feedback is important and will help us identify the best ways to communicate.

The [survey](#) will remain open until November 6.

## Special Needs Resourcing (SNR) services evaluation

Toronto Metropolitan University is conducting a comprehensive evaluation of the [Special Needs Resourcing services](#) provided by SNR agencies who receive funding from the Regional Municipality of Durham, Children's Services Division. The evaluation aims to provide an in-depth understanding of SNR activities, impacts and efficacy.

The evaluation is comprised of a survey and focus groups. The [survey](#) will take approximately 30 minutes to complete and focus groups are approximately 90 minutes in length. Participation is completely voluntary and confidential.

Please see the attached poster for further details on the evaluation.

## Updates from Children's Developmental and Behavioural Supports (CDBS)

CDBS has been listening closely to feedback from early learning community educators, SNR partners, and our consultants. We are excited to share that we have incorporated your input into the consultation process.

Our child care room behaviour consultation model and individual behaviour consultation model remain tailored to support the growth and development of your early learning programs, educators, and children. The model updates have an increased emphasis on collaboration, modelling, and coaching to support improved success.

### **Collaboration is key**

We will be working together using the expertise of the early learning community educators and behaviour consultants to create a coaching plan that includes key

recommendations and strategies, and outlines roles for the child care team and behaviour consultants.

### **Consultation, coaching, and documentation process**

1. Initial meeting: Gathering information about the centre's needs.
2. Observation/assessment: Three appointments to observe and assess.
3. Coaching plan meeting: Development of a coaching plan with the child care team, including educators, supervisors, and a resource consultant from Resources for Exceptional Children and Youth.
4. Coaching visits: Three to six coaching visits where behaviour consultants will model and coach strategies. Active participation during coaching visits is crucial for success.
5. Streamlined documentation: Consultants will provide structured summaries of contact notes and the coaching plan, replacing the previous Behaviour Support Plan reports and Summary reports. This change allows consultants to spend more time actively supporting and coaching educators and the child care team in person.

### **Models of consultation**

Room consultations: A room consult is initiated when three or more individual referrals are received for the same room, before focusing on individual child behaviour consultation. Room consults can continue to be requested without individual consultation referrals.

Individual consultations: Starting November individual referrals will follow the updated process. Early learning teams referring to CDBS will be informed about the process during their first contact with our senior behaviour consultant.

### **Making referrals easier**

Online forms: To make referrals, consents, and service evaluation processes easier, we are updating all required documents to online fillable forms. More information will be shared with the early learning community as these forms become available.

CDBS is proud to work alongside educators and child care teams to continue providing effective and efficient behaviour consultation, supporting the inclusion of all children in child care.