

Child's Name: \_\_\_\_\_

Date Referred to SCD: \_\_\_\_\_

**Family & Child Care Setting Profiles**  
**for the**  
**Waiting List Priority Tool**

**Includes:**

Page 1 – Family Profile Form

Page 2 – Child Care Setting Profile Form

Pages 3 & 4 – questions to be addressed in completing the forms

Child's Name: \_\_\_\_\_

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## Family Profile Form - Child Care Needs

FOR INTERNAL USE ONLY

1. Do you want your child to attend:  preschool OR  daycare / before & after school care ( if IOH eligible (e.g. under exceptional circumstances, as per SCD Policy))
2. If daycare, are you  currently actively looking for work OR:  
 Working full time       Working part time       One parent       Both parents  
 Going to school full time       Going to school part time       One parent       Both parents  
 2044 Situation\* (if applicable to your program)  
  
 Single parent family       Two parent family       Foster Parent or in Care of Relative
3. What are you **primary child care needs** (based on questions 1 and 2)? *See priority rating scale user guide for question prompts and areas to address*

a) For the primary child care need above, what are your specific hours of work, including your start and end times as well as travel time and times you do not work? Please answer for both parents.

- Mon to Fri daytime hours \_\_\_\_\_
- Varying Schedule or Shift work \_\_\_\_\_
- Self Employed \_\_\_\_\_
- Seasonal work hours \_\_\_\_\_
- School year employment only \_\_\_\_\_
- Attend school \_\_\_\_\_
- Online Schooling \_\_\_\_\_
- Other \_\_\_\_\_

b) If you are looking for work/school or your employment/school is changing in some way, when do you hope to be working by? Are you expecting to work full or part time?

- Mon to Fri daytime hours \_\_\_\_\_
- Varying Schedule or Shift work \_\_\_\_\_
- Self Employed \_\_\_\_\_
- Seasonal work hours \_\_\_\_\_
- School year employment only \_\_\_\_\_
- School schedule changing \_\_\_\_\_
- My online school requirements changing \_\_\_\_\_
- Other \_\_\_\_\_

Notes / Comments:

c) Who helps you and your family in day-to-day care of your child?

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## CHILD CARE PROGRAM PROFILE FORM

FOR INTERNAL USE ONLY

### 1. Child Care Program Description:

To include the following information - # of adults in the program during days child attends; expectations of your staff & children in program; what role staff play in helping children complete tasks (e.g. getting dressed to go outside, lunch routine); in being directly involved with children during free play; any recent changes in program (e.g. staff leaving, new staff, children attending)

### 2. What are the needs of the group of children in the program? **Please do not write children's names**

To include the following information - # of children in the program on the days the child attends; how many other children require extra time/help (e.g. children who are going through family issues, acting out behaviourally, new to the program, have ESL, not yet toilet trained, are younger); other children in the program who have special needs; who have extra staffing (SCD funded, BI's, nanny attends).

### 3. What is your program's philosophy about inclusion? How do you put this into practice in your program?

To include the following information - program's philosophy about inclusion; policies & procedures follow in being inclusive & what they require; what strategies have you tried to support this child (e.g. examples of assessment of physical environment & adaptations, staff training, routines of day, group sizes for activities; expectations of children during activities)

### 4. What are the support needs of the child care providers?

To include the following information - # of years staff have worked in child care & with children with special needs; training of staff (e.g. ECE, special needs, infant toddler, degree, school age training); training staff have taken in recent years & how often do professional development

### 5. How would SCD Consultant and extra staffing (if relevant) be used in the program?

a) To include the following information - how staff communicate/share information about children in program; how SCD should communicate suggestions/strategies; if you had extra staffing how would you ensure that all staff helped the child.

b) If extra staffing is available, at what point won't it be needed anymore? What will the child or your program be doing that will show you it isn't needed? How long do you anticipate this will take?

What will help you to address these questions and achieve these goals for this child? When you think about the child's goals and support needs, what can SCDP do to help you achieve these goals and meet the child's needs?

- Strategies to help him/her to \_\_\_\_\_
- Information / training about \_\_\_\_\_ (e.g. child's development, appropriate strategies, how to use equipment)
- How to include him/her in activities such as \_\_\_\_\_
- How to adapt our environment or routine to be able to \_\_\_\_\_
- Resources, toys and/or equipment including \_\_\_\_\_
- Direct assistance to \_\_\_\_\_
- Talking to other children about his/her needs \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- We do not need anything at this time.

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Date Referred to SCD: \_\_\_\_\_

### Information to Gather in Completing Family & Child Care Setting Support Profiles

Family and child care setting support profile forms are on pages 14 and 15. When you complete these forms, you need to gather the information necessary to answer the questions below.

#### **Family Support Profile Questions:**

Are you  currently actively looking for work OR:

- Working full time       Working part time       One parent       Both parents  
 Going to school full time       Going to school part time       One parent       Both parents  
 2044 Situation

- Single parent family       Two parent family       Foster Parent or in Care of Relative

1. What are your specific hours of work, including your start and end times as well as travel time and times you do not work (e.g. if you are a teacher, you are off in the summer; if a seasonal worker, off during non-peak times etc.)? Please answer for both parents.
2. If you are looking for work or your employment is changing in some way (e.g. you are going on maternity leave, your job is changing, you have been laid off and are looking for work etc.), when do you hope to be working by? Are you expecting to work full or part time?
3. Who helps you and your family in day to day care of your child? (Address the following – who is currently looking after your child while you are working/going to school? Do you have friends or family members who provide regular support to you such as extended family living in your home all the time or for periods of time (grandparent who comes to Canada 6 months at a time); a nanny; you are part of a babysitting co-op? What family members or friends could help you with child care if need be?)
4. For youth only – are there periods of time that your child can be left alone / on her/his own in the house? How does your child get to and from school?

#### **Child Care Setting Support Profile Questions:**

##### General Child Care Information:

- a) How many children are in your program on the days the child attends? How many other children require extra time / help (e.g. children who are going through some family issues, acting out behaviourally, new to the program, have English as a second language, not yet toilet trained, are younger)?
- b) Are there other children in the program who have extra staffing (SCD funded? BI's coming in? Nanny attends)?
- c) How many adults are in the program during the days the child attends? Include program staff as well as volunteers / parent helpers, practicum students.
- d) How many years have your staff worked in child care? Worked with children with special needs? What training do they have (e.g. ECE certificate, special needs, infant toddler, degree in ECE, school age training)?
- e) What training have your staff taken in recent years? How often does your program / staff do professional development?

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- f) Have there been any recent changes in your program? For example, in terms of staff leaving / new staff? Changes to the children attending?
- g) What are the expectations of your staff and children in your program? What role do staff play in helping children complete tasks (e.g. getting dressed to go outside, lunch routine)? In being directly involved with children during free play?
- h) How do your child care staff communicate and/or share information about the children in the program? What would work best for SCD to communicate suggestions, strategies etc.?

**Inclusive Practice Information**

- a) What is your program's philosophy about inclusion? Are there any specific policies and procedures you follow in being inclusive? What do they require?
- b) If extra staffing support is available for your program, at what point won't it be needed anymore? What will the child or your program be doing that will show you it is not needed any longer? How long do you anticipate this will take?
- c) What strategies have you tried to support this child (e.g. in terms of assessment of physical environment and adaptations; staff training; routines of the day; group sizes for activities; expectations of children during activities)?
- d) If you had extra staffing support in your program, how would you ensure that all staff helped the child?
- e) As relevant - Do you have the support of your board, administration, owner, etc. around including children with special needs, making adaptations? How involved are they, how open? Are they willing to follow through?