



**Supported Child Development Funded**  
**Child Care Services Inclusive Assisted Care Contract**  
**Information for Contractors**



***What is Inclusive Assisted Care?***

Inclusive assisted care is age and/or developmentally appropriate inclusive daycare or out of school care to one designated SCD client in the contractor's home or in a community setting.

***As a contractor, providing inclusive assisted care, who do I work for?***

You are considered self-employed and will contract with the Vancouver Island Health Authority (Island Health) to provide child specific care to a client in the Supported Child Development Program. The Child's SCD consultant will work with you to promote inclusive community based care.

***What is the SCDP paying for?***

SCDP funding is provided to support **inclusive child care**. You must not provide therapy, respite care or perform additional duties during SCDP contracted hours. If you work for the family in another capacity, we recommend that you have a written agreement in regards to these duties and share this with us to avoid any conflicts.

***Do I need any insurance?***

The SCDP will enroll you in the Province of British Columbia's Master Insurance Program. This insurance will provide you with \$2,000,000.00 comprehensive general liability insurance with respect to services provided under your Child Care Services Contract with Island Health. Island Health will also provide you with WorksafeBC insurance providing you do not contract with other families/agencies providing daycare or out of school care services. You may be required to carry Personal Option Protection through WorksafeBC if you contract with others.

If you are transporting the child in your care by car, you may want to enquire with your insurance provider to ensure that you have adequate coverage. The SCDP does not pay for automobile insurance.

***Where does the child care take place?***

The care must take place in your home or in the community. The primary place of care must **not** take place in the home of the client you are supporting. Revenue Canada and WorksafeBC will view your client's parents as employers, regardless of your contract with us, putting them at financial risk.

***What are the minimum requirements to contract with the SCDP as an inclusive assisted care provider?***

- You must be at least 19 years of age.
- You must provide the SCDP with a recent (within the last six months) and satisfactory Criminal Record Clearance from the Ministry of Justice.
- You must present in person to the SCD administrative assistant or designate so that your identity can be confirmed with valid photo ID.
- You must complete the SCD Hourly Rate Application.

**Note: Your CRC must be received before the SCDP will initiate a Child Care Services Contract. We will not back date contracts.**

***How much will I make?***

The SCD hourly rate for inclusive assisted care ranges between \$14 and \$18 per hour. Rates are based on your relevant education and experience working with children and youth with developmental and/or behavioural challenges.

***Who pays me?***

You will be paid by Island Health and the client's parents. In accordance with SCDP Provincial Policy, parent portions for children 12 and under are based on comparable costs for group daycare and out of school care. The current rate is \$15 per day for before/after school care and \$30 per day for pro-d, early dismissal and break days over 4 hours. The parent portion for families of teens is based on the current MCFD subsidy rate (\$8.85 per day to a maximum of \$177 per month). The parents will pay this amount directly to you. In some cases, the parents may qualify for the Affordable Child Care Benefit through the MCFD. If this is the case, the benefit amount is used in place of some or all the parent portion. The remainder of the funding will come from Island Health's Supported Child Development Program.

### ***How do I get paid?***

There are two types of payment plans set up under the SCDP for inclusive assisted care that are dependent on the child care arrangement.

For less regular or unpredictable arrangements you will be provided with an SCD After-the-Fact Invoice. The invoice will indicate the maximum amount you are authorized to submit, as well as your hourly rate. At the end of each month you will submit the invoice. An Appendix A funding authorization will be created for the exact number of hours you provided support and payment will be made in the following month. Providing the invoice is received no later than the fifth of the month, your SCDP payment will be made by the 15<sup>th</sup>.

For regularly planned care, an Appendix A funding authorization will be created at the start of each funding period. It will show the contracted hours for each month, the hourly rate, the parent portion or subsidy amount owed, and the monthly amount paid to you by the SCDP. Payments will be regularly scheduled and paid by the 15<sup>th</sup> of the month for the entire month. You will still invoice at the end of the month. If you did not provide the entire amount of contracted service as set out in the Appendix A, a deduction to your next month's payment will be made.

In all cases, the parent portion is paid by the parent directly to you. You will be asked to confirm on your invoice that the parent portion has been received. Parents who fail to pay the parent portion will not have their SCDP funded inclusive assisted care arrangements continued.

### ***What if the child in my care is absent or sick?***

You will be funded for up to 5 consecutive days if the child in your care is absent from scheduled care due to illness. When a child is absent due to illness for more than 5 days you will not be funded until he or she returns to your care. You are responsible for notifying the SCD Consultant if this should occur.

Prearranged absences for medical or non-medical reasons will not be funded. You are responsible for informing the SCD consultant or admin assistant if the family lets you know they will not require care.

### ***Can I take the child in my care to rec centre programs or camps?***

Yes. We encourage community based care. During break periods, the SCDP may waive all or part of the parent portion for children registered in half or full day camps in the community. Proof of registration and payment is required. The Appendix A funding authorization will indicate when a parent portion has been waived. In these cases, the waived portion will be payable by the SCDP.

### ***Can I care for the siblings of the child in my care even if they are not in the SCDP?***

Yes, if appropriate, and approved by the SCD consultant or clinical lead, you may care for the entire sibling group during SCD contracted hours. However, a parent portion for each child in the arrangement will be assessed and deducted from the amount paid by the SCDP.

### ***Can I take care of other children/teens while working under the SCDP Contract?***

Yes, if appropriate, and approved by the SCD consultant or clinical lead, you may care for other children. However, if the other child is not a client with the SCDP, you will be required to carry your own WorksafeBC Personal Option Protection. The cost of this coverage is not covered by the SCDP.

**Note: you will not need the Personal Option Protection if the additional children in your care are related to you by blood or marriage.**

If the client in your care, or the additional approved children in the care arrangement are 12 years of age or younger, you will need to make sure that you are in compliance with the Community Care and Assisted Living Act. If you are operating without a child care license you can:

- care for children in your own home,
- For a maximum, at any one time, of two children who are not related to you by blood or marriage, or
- For a sibling group of more than two children at the same time as long as no other children unrelated to the care provider are present

The Act can be found at: [http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_02075\\_01](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_02075_01).

***What if I am sick or away? Can someone else substitute?***

No. You cannot sub-contract (i.e. pay someone else to provide the contracted hours).

***Who do I contact if I need help with the Child Care Services Contract?***

The SCDP Administrative Assistant is your key contact in regards to your child care services contract. Please call with any questions you may have. If needed, your concerns will be forwarded to the SCD consultant, clinical lead or steering committee for follow up and resolution.

Your SCD consultant should be contacted if you have questions about or are experiencing challenges regarding the client in your care.

SCD Consultant: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

SCD Administrative Assistant: Jenni Funk

Phone: 250 519-6961

Email: [jennifer.funk@viha.ca](mailto:jennifer.funk@viha.ca)