

To: Licensed Day Care Programs, Licensed Out-of-School Care Programs,
Licensed Pre-School Programs and Approved Family Day Home Agencies

From: Child Care Branch, Children and Youth Services

CHANGES TO STAFF CERTIFICATION POLICIES

To offer assurance that individuals certified have the qualifications to provide quality child care for children and families, Children and Youth Services is introducing certification policy changes effective October 17, 2011. The changes will apply to staff working in regulated and approved child care programs applying for initial certification or a re-assessment as well as new staff being recruited that require certification or a re-assessment. Staff that have submitted certification requests which are post-marked prior to October 17, 2011 will not be affected by these changes.

Changes effective October 17, 2011 include:

1. Applicants must request their official transcripts from their educational institution be sent directly to the Child Care Certification Office. Transcripts will not be accepted if they are received directly from the applicant. Provisions will be available for exceptional cases where a transcript cannot be obtained directly from an educational institution (no longer exists) and the applicant has an original copy. (Reference the Child Care Staff Certification Guide located on the Alberta Children and Youth Services website at www.child.alberta.ca/certification)
2. Documents provided to the Child Care Certification Office which have been verified as fake will not be returned to the applicant.
3. To be eligible for certification, an applicant must be working as a paid employee in a licensed child care program or family day home agency or as a contracted family day home provider in Alberta. Under the Child Care Licensing Regulation, staff working in licensed child care programs must obtain certification within six months of commencement with the program and must not have unsupervised access to children.
4. Applicants who are applying for certification as a child development worker or child development supervisor whose training was not completed in English or French must provide a Canadian Language Benchmark (CLB) assessment at level seven. This will verify that the applicant meets functional English requirements to adequately perform the child care responsibilities required in the workplace. CLB assessments are available at organizations throughout Alberta. You can find a location near you on the Centre for Canadian Language Benchmarks website (www.language.ca) under "Assessments". Training information on English as a Second Language is also available at many of these locations for individuals who do not meet the level seven benchmark. All documents must be received prior to an application being considered completed for assessment (certification application, CLB assessment, and transcript from institution). Please note that the post-secondary English or French course is still a certification requirement and must be identified on the official transcript.

Should you have any questions about changes to staff certification policies, please contact Linda Yurdiga, Senior Manager, Child Care Branch at 780-427-7599 or by email at Linda.Yurdiga@gov.ab.ca or visit the Alberta Children and Youth Services website at www.child.alberta.ca/certification.

CHANGES TO INCIDENT REPORTING

The Ministry is introducing a new requirement for the ongoing evaluation of a child care program by licence holders and contract holders.

Effective November 1, 2011, all licence and contract holders will be required to complete once annually a summary of all incidents that occur in their program using the form called ***Incident Reporting: Annual Summary and Analysis Report***. The form will be available on the Ministry's web-site at www.child.alberta.ca/childcare.

This new requirement will provide an opportunity for licence and contract holders to identify trends and issues that may be contributing to the occurrence of incidents in their program.

The summary report will cover the period starting April 1, 2011 and is due to a local licensing office either:

1. at the time of applying for a renewal of a licence after the issuance of a one-year or three-year licence;
2. on each of the two anniversaries of a three-year license's issue date; or
3. prior to the renewal of a family day home contract.

Should you have any questions about changes to incident reporting, please contact your Child Care Licensing Officer at your Child and Family Services Authority.

Accreditation Funding Audit

Top Five Observations

An audit of a sample of child care programs that received accreditation funding for the 2009/10 fiscal year has been completed. For your attention, below are the top five observations recorded during this audit. Please ensure that your program is meeting all accreditation funding requirements, with particular note to the ones listed below.

1. Discrepancies Between Time Sheets and Monthly Claim Forms

An accurate breakdown of all direct child care hours, programming/planning hours, and administrative hours (for day care and out-of-school care programs) and family child care consultant hours, programming/planning hours, family day home agency coordinator hours, and provider direct child care hours (for family day home agencies) claimed for funding must be maintained. These hours must match the hours declared on the monthly claim form.

2. Staff Funding Not Properly Identified

Staff Support Funding (for day care and out-of school care programs) and Family Child Care Consultant and Coordinator Funding (for family day home agencies) must be clearly attributed as a government contribution in a separate line in employer payroll records and on employee pay stubs. Provider Support Funding (for family day home agencies) must be clearly attributed as a government contribution in a separate line on provider remittance advices.

3. Late Payment of Staff Funding

Staff Support Funding (for day care and out-of school care programs) and Family Child Care Consultant and Coordinator Funding and Provider Support Funding (for family day home agencies), once received by the program, must be paid to staff on their next paycheque or with their next remittance.

4. Missing Documentation Supporting Payment of Staff Funding

Documentation (e.g., payroll records and cancelled cheques) must be kept and made available to demonstrate that Staff Support Funding (for day care and out-of-school care programs) and Family Child Care Consultant and Coordinator Funding and Provider Support Funding (for family day home agencies) payments were made.

5. Discrepancies Between Staff Funding Received and Paid

Staff Support Funding (for day care and out-of school care programs) and Family Child Care Consultant and Coordinator Funding and Provider Support Funding (for family day home agencies) must be paid to staff as indicated on the Payment Summary Statement.

If you have any questions about accreditation funding for day care programs or family day home agencies, please call the Accreditation Funding Coordinator at 780-427-3349. Questions about accreditation funding for out-of-school care programs may be directed to the Out-of-School Care Funding Coordinator at 780-415-8912. You may dial 310-0000 for toll-free access anywhere in Alberta.