



Bowen Children's Centre

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BCC Inclusion Policy

Policy

BCC is an inclusive centre and the Board and staff of BCC believe that all children regardless of gender, temperament, physical, cognitive, social, emotional and/or behavioral capacity are entitled to equal access to early childhood services at BCC.

Background Information

- BCC recognizes the right of all Bowen Island children and families to access Bowen Children's Centre's services equitably regardless of ability, gender, race, religion, culture, sexual orientation and/or economic status.
- Families differ in their personal circumstances, experiences, culture and social background and, therefore, each have a unique set of values and priorities, as well as educational and childcare requirements.
- All children, regardless of their abilities, have unique strengths, skills, challenges, needs and learning styles and are entitled to a welcoming and inclusive early childhood experience at BCC.
- To ensure successful participation in BCC's programs, some children and families may require extra support.

Procedures

1. Working with Families

Should a child require extra support to participate in any of the BCC programs, the Executive Director and staff of BCC will work with the family of the child/ren who requires extra support in the following ways:

A. *Support in place* - during the enrolment process the family informs BCC staff that support is in place to optimize the child/ren's participation in the program/s. BCC staff

will work with the family and support services to provide a quality, inclusive setting for the child/ren.

B. *Support not in place* - the following steps will be followed:

- BCC staff will observe and record all the necessary information about a child they believe needs support to participate in a BCC program. The staff will bring this information to the Executive Director in a timely fashion.
- The family will be informed of the staff's considerations/observations and/or concerns for the child as soon as possible. The Executive Director will be informed prior to a meeting so that she/he can attend if needed. Notes will be recorded by the staff and kept in the child's file.
- If supports (including funding) need to be accessed, the BCC staff and the family will work together to enable this process to happen as soon as possible.
- A signed consent form, i.e. Release of Information must be signed by the family before anyone other than the program staff will be allowed to observe a child in the program.

2. Staff Responsibilities for providing Inclusive Child Care

- BCC recognizes that all children attending BCC programs have the right to a quality early learning and care environment that is developmentally and individually appropriate regardless of differing abilities and needs.
- If needed, BCC programming and environments will be adapted to plan for the successful inclusion of an individual child.
- All information about the child/family will be subject to BCC's Confidentiality policy.
- Families, childcare providers and support workers will work as a team to plan for individual supports for a child/ren.
- Information about the child/ren will be made available to all staff working with the child in any of the programs on a "need to know basis".
- If an extra support person is hired, families may be consulted in choosing the support person to work with their child. A support person will be hired by the Executive Director from but not limited to:
 - The staff team
 - The family's recommendations
 - An outside qualified care provider who meets the requirements of the position for both the family and BCC

3. Additional staffing costs

- BCC does not have the funds to provide the extra staffing costs for an individual child requiring extra support on an ongoing basis.
- The Executive Director will work with the family and Supported Childcare consultants or any other consultants to plan for the extra staffing and costs that will be needed to support a child in BCC programs.
- Should there be no funding from a government agency in place and a child requires extra staffing to attend the childcare program, the family will be asked to

pay for this additional cost until either subsidy and BC Benefits MCFD Support payment, or another form of payment for these services is secured.

- All payments secured must include vacation pay (4%), WCB and benefits according to Employment Standard regulations. Attached is a worksheet for considering these calculations.
- If a child cannot manage successfully in a program without support and, there is no official funding to be accessed, the Executive Director will inform the Board and money from the GT Bursary fund may be used for interim funding if it is available. This process will be on a “case by case “ basis and the Board will determine the outcome based on the Executive Director’s report.

Funding not immediately accessible

- If government funding and interim program staffing is not available and the child/ren cannot successfully manage in the program without extra support in place then, as a last resort, the family may need to withdraw the child until funding and/or support can be secured.

Related BCC policies and legislation	This policy approved on:
<ul style="list-style-type: none">• Enrollement Policy• Release of Information• Confidentiality• Extra Staffing Budget Considerations Worksheet	March 29, 2017 Updated: June 2023