



CARE PLAN INFORMATION FOR CAREGIVERS – CHILD CARE

COMMUNITY CARE FACILITIES LICENSING PROGRAM

Information shared in this InfoSheet provides suggestions and considerations that will assist in meeting requirements of the *Community Care and Assisted Living Act* and the Child Care Licensing Care Regulation in regards to creating individual care plans for children in care at a licensed facility. As described in Section 58 of the Child Care Licensing Regulation (CCLR), licensed child care facilities may be required to have a written individual care plan for a child in care at the facility who requires extra support.

The Child Care Licensing Regulation (CCLR) defines *a child requiring extra support* as a child who, for physical, intellectual, emotional, communicative or behavioral reasons, requires support or services that are additional to, or distinct from those provided to other children.

What is a care plan?

A care plan is a written document that specifies in detail, the diagnosis (if applicable) and unique needs of the child in care. For example, allergy, illness, behavior, areas to support developmentally such as social, emotional, physical, and intellectual abilities of the child attending the facility.

Section 58(1) of the Child Care Licensing Regulation states that a Licensee must keep, for each child requiring extra support, a current care plan including the following information:

- Diagnosis relevant to the child's requirement for extra support, as made by health care professionals;
- Courses of action recommended by health care professionals to address the needs of the child;
- Resources to be made available to the child requiring extra support by the Licensee, including
 - Any adaptation to the facility necessary to ensure the child's safety or comfort,
 - Any modification to the program of activities necessary to enable the child to participate in or benefit from the program.

Section 58(2) and Section 58(3) of the Child Care Licensing Regulation further outline what the Licensee must do when developing a care plan:

- Develop the care plan in consultation with the child's parent/guardian and anyone else the parent would like to include. Such as family/advocates, physician, health care professionals, funding agency representatives and other appropriate individuals.
- Review the care plan at least once each year with a parent/guardian of the child requiring extra support.
- Record compliance with respect to the following, if applicable:
 - Any therapeutic diet given to the child while in care.
 - Any medication administered to the child while in care, including the amount and the time at which the medication was administered.
 - Any modification to the program of activities for the child's benefit.
 - Any behavioural guidance provided to the child, and its effects.
 - Any other matter for which the Licensee has agreed with the parent of the child to record compliance.

What is the goal in developing a care plan?

- To ensure an integrated multidisciplinary approach to providing care to each child in care;
- To provide a communication tool for caregivers;
- To provide an inclusive child care environment.

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What should a care plan include?

- Assessment of the child in care's needs:
 - Needs are defined as a lack of something, a requirement, or a desire.
- View the child in care as a whole person with unique characteristics and strengths.
 - Individualize and make specific for the child in care's needs.
 - Consider the physical, social, emotional and spiritual needs of each child in care.
 - Consider the preferences of the child in care and their ability to make informed choices.
 - Review background information, including the child in care's history, diagnosis, culture and lifestyle.
- Develop care plans using a team approach.
- Protect the privacy of children in care when creating, discussing and implementing the care plan.
- Ensure care plans are readily accessible to the staff working directly with the child in care.
- Goals for the child in care:
 - Goals should be SMART – **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, **T**imely
 - Goals should be linked to outcomes.
 - Set an anticipated date of completion of goals (if applicable).
- Approaches to satisfy the child in care's needs:
 - State what action/direction is to be taken, when and by whom.
- Provide clear, simple directions for the caregiver to follow. Objective evaluation of the care plan to identify what approaches were successful and those which required improvement:
 - Identify a review date.
 - Review on a regular basis.
 - Document what approaches have been successful. What approaches may require reassessment.
 - Document the child in care's refusal to follow the care plan and/or the reasons why the care plan was not followed.
 - Adapt the care plan as needed and clearly document all changes or reviews.

What should the format of the care plan look like?

- Many licensed community care facilities may already have their own format developed for care plans.
- Options include, checking with other licensed facilities, supportive child care development programs or health professionals and inquire with them what care plan format they use. Review and assess the facility's care plan format on a regular basis and consider if any improvements can be made.
- Consider headings to capture information such as: Assessment (challenges, needs, and desires), Goals, Approaches/Accommodations, Evaluation (review date), and Staff member responsible.

FREQUENTLY ASKED QUESTIONS (FAQs):

Does every child in care require a care plan?

- *No, not every child requires a care plan. It is important to remember in working in the field of Early Childhood Education that children's needs continue to develop and grow. A child who did not require a care plan at the time of admission may require one at a later date as their skills and abilities are assessed as possibly requiring extra support.*

Does a child need a diagnosis from a medical professional to have a care plan?

- *No. There may be occasions when a Licensee and the parents of a child in care feel that a child would benefit from a care plan. For example, when a child feels overwhelmed with transitions and there are extra strategies implemented to support the child.*

How is the care plan assessed for effectiveness or revision?

- *An important component for effectiveness of a care plan is to ensure that at different intervals the plan is assessed and reviewed and those areas of success and ongoing needs are identified. A regular, ongoing review of a care plan will help to ensure that the care plan continues to support the growth and development of a child in care in supporting the areas requiring extra support.*

What does Section 58(3)(c) of the CCLR mean when it refers to “any modification to the program of activities for the child’s benefit?”

- *An example of a modification would be if a child in care in a wheelchair required any modifications to the physical plant, e.g. specific tables for activities are raised to a height that would support the child in the wheelchair to comfortably sit at a table with other children in care for participation, an adaptation to the playspace structure to ensure the child in the wheelchair can access the various components.*

What do I do with a care plan if it is no longer required?

- *In consultation with the child’s parent, if it is determined that the care plan is no longer required, this could be documented and stored in the child’s file.*

How long are the records for a care plan to be kept?

- *Section 60(1) of the Child Care Licensing Regulation prescribes that a licensee must keep all records referred in the care plan division for at least one year.*

Resources:

Ministry of Health - FACT SHEET Child Care Licensing Regulation - Care Plan

https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/child-day-care/fact_sheet_-_careplan_2009.pdf

Queen Alexandra Centre for Children’s Health

www.islandhealth.ca/our-services/children-youth-rehabilitation-services/supported-child-development

Sundrops Child Development Centre

<https://www.clementscentre.org/sundrops-child-development/>

Nanaimo Child Development Centre

<https://nanaimocdc.com/>

Child Development Services – Island

<https://www.sourcesbc.ca/our-services/child-development-services-van-isle/>

Supported Child Development Port Alberni

<https://www.paacl.ca/programs/supported-child-development>

Comox Valley Child Development Centre

<https://www.cvcda.ca/>

Supported Child Development Program – Rivercity Inclusion

<https://rivercityinclusion.ca/programs/supported-child-development-program>