

## **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](http://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.**