

REQUIREMENTS: GENERAL CASUAL CAREGIVER PILOT PROGRAM

Policy No.:	ELCD-2017-I9
Effective Date:	2020-11-01
Date Revised:	2023-08-15
Policy Cross References:	ELCD 2017-11
Legislative References:	CCR: s. 16 ; s. 54

PURPOSE:

The purpose of the **Casual Caregiver Pilot Program** is to address concerns identified by child care service providers with obtaining qualified caregivers to work casually at their child care centre due to a lack of qualified caregivers residing in a region and due to unique geographical and market related challenges. The following outlines the general parameters, requirements and application process for a child care centre to obtain approval to utilize a Casual Caregiver at their child care centre under this program. This policy will be implemented as a pilot program and is subject to change.

POLICY AND STANDARDS:

General

1. A Casual Caregiver is a temporary employee hired for a limited duration and reports to work at a child care centre to fill short-term vacancies and replace caregivers who are absent. Short-term vacancies/absences can include, but are not limited to, unexpected appointments, school closures, illness or emergency situations (e.g., the period of time a licensee is attempting to fill a permanent position) and no other qualified caregiver is available.
2. A Casual Caregiver may be used as part of the caregiver to child ratio for covering short-term vacancies/absences and may also be used to cover breaks and lunches.
3. A Casual Caregiver:
 - i. Must meet all requirements of a caregiver, except certification as outlined in section [ELCD-2017-11](#) of the Child Care Policy and Standards Manual;
 - ii. Must complete the on-line Casual Caregiver Module via the Association of Early Childhood Educators Newfoundland and Labrador ([AECENL](#)) and submit proof of completion to the

Regional Manager in the region where the child care centre is being monitored within **one (1) month** of being employed and annually thereafter;

- iii. Must work under the strict supervision of a qualified caregiver;
- iv. Must not be assigned to a homeroom in the child care centre with children in the Infant age range (except to cover breaks and lunches);
- v. Must not be assigned as a single caregiver in a homeroom of the child care centre (except to cover breaks and lunches);
- vi. Can only be assigned as a second staff in a home room where:
 - a. No other qualified staff is available in the child care service;
 - b. Recruitment efforts for qualified staff have been unsuccessful;
 - c. The intent of the Casual Caregiver to be a second staff in a home room is identified at the time the application is submitted; and
 - d. Details outlining the supports/mentoring to be provided to the Casual Caregiver is submitted with the application.
 - Where a Casual Caregiver is approved as a second staff, the approval must not exceed three months. To continue employment after the three month period, the Casual Caregiver must apply for certification as outlined in section ELCD-2017_12 of this Policy and Standards Manual. Once a certification waiver is approved, the Casual Caregiver approval will expire.
- vii. Cannot exceed:
 - a. **Five (5) consecutive working days** at a time at the child care centre (unless amended); and
 - b. **Sixty (60) working days** in one year at the child care centre (unless amended).

A working day is defined as 8 hours.

4. **Casual Caregiver Pilot Program** approval (per licence):

- i. Can be granted for up to a maximum of **two (2) casual caregiver employees** (each employee requires a separate **Casual Caregiver Pilot Program Application**);
 - Where a child care centre has more than 5 homerooms, an additional (third) Casual Caregiver may be approved.
- ii. Is only applicable for the child care centre to which the application applies;
- iii. Is valid for one year from the date of issuance; and

- iv. Can be amended to increase the number of consecutive working days and/or number of working days in one year a Casual Caregiver can work at a child care centre based on demonstrated hardship.
5. Where a **Casual Caregiver Pilot Program** approval expires, a new **Casual Caregiver Pilot Program Application** must be submitted as outlined in the procedures section of this policy.

Eligibility

1. A child care centre is eligible to submit an application to utilize a Casual Caregiver under the **Casual Caregiver Pilot Program** at their child care centre where:
 - i. There is a demonstrated hardship in obtaining qualified caregivers;
 - ii. There has been **one (1) or more occasion** within a calendar year where:
 - a. a homeroom in the child care centre was closed and children could not attend due to lack of available qualified caregivers; and/or
 - b. extraordinary measures were taken to avoid a homeroom closure (e.g., staff working a longer day); and/or
 - c. a previous **Casual Caregiver Pilot Program** approval was granted; and
2. Where corrective actions in relation to risk of harm to children have been issued to the child care centre within the last calendar year, new/additional Casual Caregiver Pilot Program Applications cannot be approved for a minimum of 6 months unless the Application is recommended by a Regional Manager for approval.

Requirements

1. Where **Casual Caregiver Pilot Program** approval is granted:
 - i. The child care centre Licence will be varied with the following conditions:
 - a. As an active participant in the **Casual Caregiver Pilot Program**, [child care centre name] must adhere to the **Casual Caregiver Pilot Program** policy at all times; and approval is in effect from [start date] to [end date].
 - b. Where [child care centre name] is found to be in contravention of the **Casual Caregiver Pilot Program** policy, the **Casual Caregiver Pilot Program** approval will be revoked and a consequence of non-compliance will be implemented;
 - ii. The **Casual Caregiver Pilot Program** and the Casual Caregiver will be regularly monitored by Early Learning and Child Development Inspectors to ensure compliance is met and maintained;

- iii. The Licensee/Administrator must:
 - a. Actively monitor the Casual Caregiver and their hours/days of work to ensure all identified requirements are met;
 - b. Maintain an active Employee Work Schedule which:
 - i. Identifies the Casual Caregiver's name;
 - ii. Identifies the date and daily hours worked on that day;
 - iii. Has each day worked by the Casual Caregiver initialed by the licensee/administrator and the Casual Caregiver verifying the information to be correct and true;
 - iv. Will be available for inspection upon request of an Inspector;
 - c. Notify the Regional Manager within two **(2) business days** of any change in relation to a **Casual Caregiver Pilot Program** approval;
 - d. Continue to actively advertise for qualified caregivers.

PROCEDURES:

1. To obtain approval to utilize a Casual Caregiver, a child care centre must submit a **Casual Caregiver Pilot Program Application** to the Region where the child care centre is being monitored.
2. Documentation to be provided as part of the application includes:
 - i. Proof of long standing advertisement for qualified caregivers and demonstration of the limited pool of qualified applicants. Proof can include but is not limited to:
 - a. Qualification of current staff;
 - b. Copies of current and past public job advertisements; and
 - c. The certification of applicants who have applied;

- ii. Proof of homeroom closure or extraordinary measures to avoid homeroom closures;
- iii. Attestation of Employment;
- iv. Employee Work Schedule (where a caregiver has been previously granted approval to work as a Casual Caregiver at the child care centre); and
- v. Proof of completion of the on-line Casual Caregiver Module via the Association of Early Childhood Educators Newfoundland and Labrador ([AECENL](http://www.aecenl.ca)) and annually thereafter.

Original or notarized photocopies of documents may also be required upon request.

3. In order to ensure no disruption in service, a **Casual Caregiver Pilot Program Application** must be submitted no later than **sixty (60) days** prior to a previous **Casual Caregiver Pilot Program** approval end date.
4. Where a child care service would like to request an amendment to increase the number of consecutive working days and/or number of working days in one year a Casual Caregiver can work at a child care centre:
 - i. A written request must be sent to the regional office in the region where the child care service is located; and
 - ii. The written request must include the rationale for the amendment and demonstrate hardship in obtaining qualified caregivers to meet legislative requirements.
5. When the assessment is completed by the regional Inspector a recommendation will be forwarded to the Regional Manager accompanied by the application with supporting documentation or written amendment request for a decision.
6. When a decision is made, the child care centre will be notified, including the rationale for the decision, via in person or regular mail/email within **one (1) business day** of the decision. Where provided via email, attached documents must be password protected.

REFERENCE DOCUMENTS:

- Association of Early Childhood Educators Newfoundland and Labrador
<http://www.aecenl.ca>