

# **FILE ON THE INTEGRATION INTO DAY CARE OF A CHILD WITH A DISABILITY**

## **GENERAL INFORMATION AND PROCEDURE**

Working document to be kept  
at the childcare establishment

## General Information & Procedure

The file on the integration into day care of a child with a disability contains general information, explanations on how to proceed, and forms that must be filled out to facilitate integration and obtain the allowance for the integration of a child with a disability.

**Important: The childcare establishment keeps these documents for the period of time the child attends the establishment and for a period of five years after he/she leaves.**

## **GENERAL INFORMATION**

**The Ministère de la Famille et des Aînés** supports the objectives defined in the policy on integrating children with disabilities into childcare establishments. The objectives of the policy, adopted on November 24, 1983, by the Office des services de garde à l'enfance, were to:

- foster disabled children's access to and complete participation in day care services to enable them to live and grow more fully integrated into their community and to receive the day care services they need;
- assist childcare establishments in carrying out their responsibility to integrate children with disabilities, while maintaining quality day care services for all;
- foster parents' participation in integrating their child into a childcare establishment.

### **Children concerned**

**The integration program is designed for children who live with an impairment and with a significant and persistent disability, and who, because of their disability, have difficulty integrating into a childcare centre—either a facility or home care residence—or a day care centre.**

The terms used are defined as follows:

#### **Child with a disability**

A child limited in the performance of normal activities who is suffering, significantly and persistently, from a physical or mental impairment, or who regularly uses a prosthesis or an orthopedic device or any other means of palliating his handicap. Ref.: *An Act to secure the handicapped in the exercise of their rights*, R.S.Q., c. E-20.1, chapter 1, g.

#### **Impairment**

A loss, malformation or anomaly of an organ; a structure; or a mental, psychological or anatomical function.

**Functional limitation or disability**

A restriction or decrease in the ability to perform an activity considered usual for a child of the same age.

**Handicap**

A social disadvantage resulting from an impairment or disability that prevents a child from playing roles in his/her environment that are usually played by other children.

**Significant**

That prevents the child from performing an activity in the manner or within the limits considered usual for a child of the same age.

**Persistent**

That is lasting but whose effects may vary with time.

**Obstacles**

Causes or effects of the handicap (prejudice, attitudes, access to spaces, etc.).

Integrating children with disabilities into day care gives them the opportunity to explore their personal resources and to learn to function in a new environment with adults and other children. In addition to allowing them to take their place in a childcare establishment, integration provides them with the opportunity of developing and achieving the greatest possible autonomy.

The **Ministère de la Famille et des Aînés** supports the approach of integrating children with disabilities in childcare establishments near to where they live or where their parents work. However, it is possible that a child with a disability may not be able to adapt to the way a childcare establishment operates. For its part, an establishment may not be in a position to meet parents' expectations and the disabled child's particular needs.

The appropriate choice of a childcare establishment, resource planning and cooperation among parents, practitioners and specialized resources seem to be the best guarantee of successful integration.

### **A comprehensive approach**

Like all children, children with disabilities have their own personal characteristics and particular needs. The integration process must be part of a comprehensive approach. It is important to analyze the child's needs and specify his disabilities or functional limitations in light of the childcare establishment, the layout of the premises and the availability of equipment.

It is also important to be familiar with the family background and the local resources available that can help the childcare establishment adapt to the disabled child's needs. The integration procedure, therefore, implies cooperation between the parent, the childcare establishment and the community.

An integration program must be drawn up as part of any procedure to integrate a child with a disability into day care. The plan will serve as the basic framework guiding decisions and actions. If it becomes apparent that the childcare establishment cannot meet the child's needs, it is always possible for it to ask for extra help.

### **Allowance for the integration of a disabled child**

To assist the childcare establishment in adapting to the integration of a child with a disability, the Ministère de la Famille, des Aînés et de la Condition féminine offers an allowance for the integration of a child with a disability.

The conditions of eligibility for this allowance depend on confirmation of the child's disability by a professional recognized by the **Ministère de la Famille et des Aînés** or in a statement from the Régie des rentes du Québec to the effect that a supplementary family allowance is being granted to the parents.

In facilities, the maximum number of children with disabilities considered for the supplementary allowance is nine (9); it must never exceed 20% of the spaces allowed on the permit, annualized.

In home childcare, the maximum number of children with disabilities eligible for the supplementary allowance is one (1) per home childcare provider. An exception may be made when the provider receives more than one disabled child from the same family.

The purpose of these norms is to maintain an appropriate environment for the child with a disability to integrate and develop his/her ability to adapt and be autonomous, in preparation for future stages of life in society.

## PROCEDURE TO INTEGRATE A CHILD WITH A DISABILITY

The file contains the following documents:

- the integration program;
- the professional's report;
- the annual evaluation.

These documents were written for childcare establishments to facilitate the procedure of integrating a child with a disability.

### **Integration program**

The first part of this document, which is filled out by the parents and the childcare establishment, is for the identification of the child with a disability and the childcare establishment wishing to integrate him/her. Next comes an evaluation of the child's level of functioning, needed to identify and analyze his/her particular needs and the means planned for meeting them. The last part describes what the childcare establishment needs in order to meet those of the child.

### **Professional's report or statement from the Régie des rentes du Québec**

#### **Professional's report**

When parents are not receiving a supplementary family allowance for their disabled child, the child's impairment must be confirmed by a professional recognized by the **Ministère de la Famille et des Aînés**. Parents themselves must have the report filled out and see that it is returned to the childcare establishment.

Any application for a grant, or for the purchase or modification of equipment to compensate for the disabled child's functional limitations must be recommended by the professional. The purpose here is to ensure that the material is well suited to the specific needs of the child and of the childcare establishment.

It is therefore advisable for the childcare establishment to discuss this matter with the professional when the latter fills out his/her report.

### **Statement from the Régie des rentes du Québec**

Parents receiving a supplementary family allowance for their disabled child must provide a statement from the Régie des rentes du Québec confirming their child's impairment. The statement may be obtained by writing to:

Régie des rentes du Québec  
Casier postal 7777  
Québec (Québec)  
G1K 7T4

### **Evaluation report**

The annual evaluation report is a useful tool serving to measure the child's progress, the degree of success of the childcare establishment's strategy to foster the child's integration and the readjustments needed to facilitate further integration. When necessary, and with the parents' consent, it can provide information to help the child's transition to another childcare establishment or to school.

### **Application for an allowance for the integration of a disabled child into a childcare establishment**

The childcare establishment applies for the allowance for the integration of a disabled child using occupancy forms.

For monitoring purposes by the **Ministère de la Famille et des Aînés** the childcare establishment must keep the complete file on the child with a disability for the period of time he/she attends the establishment and for a period of five years after he/she leaves.

### **The integration program file contains:**

- the integration program;
- the professional's report or the statement from the Régie des rentes du Québec;
- the evaluation report;
- a memo stating how the allowance is used (decrease in ratio, additional staff, etc.);
- the resolution by the board of directors in view of integrating a child with a disability into the childcare establishment;
- invoices and supporting documents showing the use of part A of the allowance, pertaining to management of the file, equipment and layout rearrangements.

## General Information & Procedure

For more information, call the **Ministère de la Famille et des Aînés** at these numbers:

- Québec City region: **418 643-4721**
- Elsewhere in Québec: **1 888 643-4721**
- Or visit the Ministère's Web site at: [www.mfa.gouv.qc.ca](http://www.mfa.gouv.qc.ca)

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