

Steps to Complete Resource/Behaviour Referral

Who	Step
Child Care Centre	<ol style="list-style-type: none"> 1. Child Care Centre has DPS/C.A.R.E. Consent Form signed by parent/guardian. 2. DPS/C.A.R.E. checklist completed by classroom educator 3. DPS/C.A.R.E. forms signed off by parent/guardian for referral. 4. Print Copy of Referral form found at http://www.eccdc.org/1/pdf/Jan2016/Request_ChildrensServices_Referral.pdf 5. Child Care centre fills in Niagara Region Referral Form
Parent/Guardian	<ol style="list-style-type: none"> 6. Parent/Guardian logs onto www.niagararegion.ca or calls (905)680-6000 or 1-800-263-7215 ext. 3897. 7. If using website Parent/Guardian clicks on “Child Care” 8. Parent/Guardian clicks on “Apply for Financial Assistance” 9. Parent/Guardian selects service you are requesting – Resource Consultant/Behaviour Consultant 10. Once service selection has been made, Parent/Guardian scrolls down to bottom of page and completes “Apply for child care (service)” etc. 11. Parent/Guardian completes the online application form. Applicant’s name is parent/guardian not child’s. 12. When application is complete parent/guardian will receive a Registration Reference Number, use that number when seeing information related to application and bring number to child care centre to complete application process.
Child Care Centre	<ol style="list-style-type: none"> 13. Parent/guardian returns with Registration Reference Number for Child Care Centre to fill in on form. 14. Child Care Centre has parent/guardian sign form. 15. Child Care Centre can fax (905)984-4463 or scan to email at childcarecosts@niagararegion.ca

Next Steps –Parent/Guardian wait for contact from Children’s Services intake staff as to next steps.

When to Refer to a Resource or a Behaviour Consultant

Referral to a Resource Consultant:

- The child is enrolled in a licensed child care, licensed home child care, EarlyON.
- The Disc Pre-school (DPS) score is 6 or less. If the score is higher, but the parent or the child care/EarlyON staff has questions about the child's development.
- If the child has a diagnosis, impacting development milestones.
- If the child does not have a diagnosis but is involved with other agencies to support development.

Referral to the Behaviour Consultant

- The child is enrolled in a licensed child care licensed home child care, EarlyON.
- The Disc Pre-School Screen (DPS) score is 7-12 and there are no apparent developmental concerns
- The child's behaviour/emotional self-regulation is presenting challenges in the early years environment
- The Children's Actions, Relationships and Emotions (C.A.R.E) Behaviour Screening Tool has been completed (please refer to pathways chart if the C.A.R.E is not completed).
- If the child has a mental health diagnosis impacting functional interactions and participation.

To access either the Resource Consultant or the Behaviour Consultant:

1. Complete the Request for Service/Referral form. Check off either the Resource Consultant (for developmental focus) or the Behaviour Consultant (for behavioral focus) box. Please only check off one box.
2. Follow all the steps on the top of the first page of the Request for Children's Services/Referral form.
3. Submit to Children's Services intake electronically at childcarecosts@niagararegion.ca or by fax at (905)984-4463.

Please delete previous versions of these forms and use these instead. These forms can be found on the ECCDC website, under Inclusive Child Care Supports Committee, at http://www.eccdc.org/1/iccsc_default.php .