

Exceptional Assistance Measure for Integration into Childcare Services

Objectives of the measure

The Exceptional Assistance Measure for Integration into Childcare Services (EAM) is intended for educational childcare providers (childcare providers) whose spaces are subsidized. It funds some or all of the hours of additional assistance needed by a child with disabilities, compared to other children of the same age. It is offered as a supplement to the services provided by the health and social services network, and the services that the childcare provider can fund through the Allowance for Integration into Childcare Services (AICS) included in its operating subsidy.

The additional assistance must be needed to fulfill the child's basic needs and take into account the child's individual characteristics, pace and needs. It must be necessary to the child's social participation, with the rest of the group at the childcare facility, in all the life experiences offered by the educational program. The purpose of the assistance is to ensure the health and safety of the child and everyone else in the child's environment, and to ensure that the facility's everyday activities run smoothly.

Section 1 – Information on the child's identity and type of application

You must first select the child concerned and the type of application, in the electronic service system. The system is available in your childcare service file, which you may access via the [Online Services](#) page of the Ministère de la Famille.

If you are already receiving the EAM and wish to maintain the same number of hours of assistance as in the previous year, select the option "*Application for Renewal Without Changes*". If the child's condition has changed during the year and you wish to change the number of hours of support, select "*Application for Renewal With Changes*".

In the case of a new application or an application for renewal with changes, all the required signatures are compulsory, otherwise the application will be deemed incomplete. In the case of an application for renewal without changes, the professional's signature is not needed.

The signature page will be displayed when the duly completed application is downloaded or printed.

In all cases, it is preferable for both parents to sign. However, the application is valid with only one parent's signature.

Section 2 – Information on the child's situation

In this section, you must:

- Enter the details relating to occupancy (hours per day, days per week, age group etc.).
- Describe the child's impairment and functional or behavioural disabilities.
- State whether or not an integration plan* is implemented for the child.

*The integration plan identifies the additional assistance needed to integrate the child into childcare services. It sets out the means applied to reduce the obstacles and help the child to participate socially in the daily activities forming part of the educational program. It is the result of a collaborative process involving the child's parents and the childcare provider.

Section 3 – Information on the assistance needs

In each subsection:

- Specify the exceptional nature of the difficulty experienced by the child, compared to other children of the same age.
- Describe the additional assistance needed to perform basic activities, care for the child and foster the child's social participation in daily activities.

Section 4 – Typical day of childcare

Using the integration plan:

- Explain the child's special needs or unusual behaviour for which additional assistance is required.
- Detail the adapted actions that the person providing assistance must carry out.
- List **ONLY** the times of day (including transition) at which the additional assistance is required.

Total number of hours of assistance required per day:

The purpose of the EAM is to support childcare facilities that integrate children with a proven need for additional assistance. Please note that you must first use all or part of the AICS. The number of hours granted for the assistance in the AICS will be deducted from the number of hours requested under the EAM.

Section 5 – Information on the childcare situation

State the individualized interventions and adapted educational actions taken, along with the means listed in the integration plan.

Also state whether your childcare facility has a particular approach or policy for the integration of disabled children.*

*An approach or policy for the integration of disabled children sets out the orientations and facilitates the integration of disabled children, and raises awareness of their needs among employees and parents. Although not a legal requirement, it may be a useful tool for the childcare facility.

Section 6 – Information on inter-partner collaboration

Enter the support provided by the partners and the sources of additional funding used by the childcare provider to facilitate the child's integration or to allow for resources to be present during the child's normal hours of occupancy.

Enter all the internal and external steps taken by your childcare service, the parents and the partners, now or in the past, to facilitate the child's integration (e.g. staff training, group organization, awareness-raising for staff and parents, pedagogical support, collaborations, opinions and advice from early childhood experts or community organizations).

Summary of the childcare provider's application

Number of hours of assistance requested:

- The number of hours of assistance currently provided under the EAM is entered automatically.
- The number of hours of assistance requested is calculated automatically, based on the answers to the previous sections. Note that a childcare provider may be granted no more than eight hours of assistance per day under the EAM.

Total anticipated number of days of occupancy:

- Calculate the anticipated number of days of occupancy for the child by subtracting vacation days and other anticipated absences.

Printing of documents:

- Before going on to the next step, print the duly completed form and give it to the child's parent for signature. In the case of a new application or an application for renewal with changes, the signature of a recognized professional is also required. You must then scan the signature page.

Transmission of documents

Use the electronic service system to send the application and attach all the **documents** required for consideration of the file (form, signature page, integration plan, duly completed and signed).

For additional information about the EAM, see the [Frequently-Asked Questions](#) section (in French only). Please note that the reference framework has been temporarily removed.

Consideration of applications

Every application for an EAM subsidy is considered by a Regional Advisory Committee composed of various organizations whose representatives have the clinical expertise needed to study applications, distinguish the roles and responsibilities of the various people and make recommendations adapted to each situation.

Applications are first considered individually, using established criteria. For example, the child's condition is assessed on the basis of the limitations and integration challenges he or she has compared to other children of the same age. The analysis also takes into account the context at the childcare facility: the groups, ratios, transitions and so on. Next, the committee members agree on the number of hours of assistance to be recommended for the child, based on the information provided on the form. New applications or applications for renewal with changes may be refused or accepted in whole or in part, depending on the committee's analysis.