

UNENROLLED EHS SIBLINGS GUIDELINES

The EHS program serves **enrolled** pregnant women, infants and toddlers. We do not provide center-based services to un-enrolled siblings. On an individualized basis, we do include siblings on home visits, although the focus of the visit is on the enrolled child(ren) and/or pregnant woman. Un-enrolled siblings may also be included in special “family day” events such as end-of-year celebrations.

1. Families need to make child care arrangements for un-enrolled children for the times they attend center-based EHS services. This may be arranged through friends, relatives, or child care providers. EHS staff supports parents in identifying and accessing child care services they may be eligible for through other agencies.
2. As a last resort, limited funds will be made available through EHS to pay for needed child care for un-enrolled siblings from registered child care providers during EHS center-based services. Specialists must assist parents in selecting appropriate child care through:
 - Referral to agencies listing registered child care providers such as the Child Care Resource Network.
 - Providing parents with educational materials that describe what to look for in selecting quality childcare. (Please note: Specialists may not recommend specific child care providers to parents. It is the parent’s responsibility to visit, interview and select their child care provider.)

In order to access funds to pay for unenrolled sibling childcare:

- X The Specialist must contact the EHS Director to determine if funds are available and to make a request.
- X The child care provider selected by parents to provide care must be a registered child care provider and their status confirmed by the EHS Administrative Assistant.
- X Payment will be made according to the current reimbursement rates established by the agency (e.g. for Policy Council).
- X Approval must be granted by the EHS office.