

Temporary Staffing Plan Frequently Asked Questions

1. What is the purpose of a Temporary Staffing Plan?

The objective of a Temporary Staffing Plan is to provide a licensee a temporary exemption from having a full 2/3 of the staff trained, as per Regulation 36(4) of the Day Care Regulations.

2. When am I eligible to apply for a Temporary Staffing Plan?

A licensee must demonstrate **all** the following conditions in order to be eligible to apply for a Temporary Staffing Plan:

- the licensee is unable to hire staff who have the qualification needed for the licensee to meet the requirements of Regulation 36 (4);
- the licensee has hired staff who are working towards completing the required training or qualifications;
- the facility staffing approved will not adversely affect the safety of children in the program or quality of the services and program.

3. When am I not eligible to apply for a Temporary Staffing Plan?

A Temporary Staffing Plan is not applicable for staff members who are on short-term leave (3 consecutive weeks or less) or on vacation.

4. Why were these changes made?

Since we introduced the temporary staffing process in 2018, we have received feedback from some operators that the application to apply for a Temporary Staffing Plan is cumbersome; therefore, we have streamlined the process to reflect this feedback.

5. What changes have been made to the Temporary Staffing Plan?

- The licensee no longer has to submit the application form to Classification Services for review. Applications are submitted to their licensing officer for approval.
- The staff member applying to be included in the TSP no longer has to submit copies of the following documentation:
 - a letter from the registrar's office identifying the training being pursued, course schedule and completion date
 - a copy of the orientation certificate or classification certificate

- a signed agreement that you notify Classification Services if you withdraw/change the schedule of training
- The licensee no longer has to submit documentation of the recruitment efforts in order to be in compliance with Regulation 36(4). If you require support in your recruitment efforts, contact your Early Childhood Development Consultant.

6. How do I apply for a Temporary Staffing Plan?

A licensee can obtain a Temporary Staffing Plan from your Licensing Officer or download the form online at <https://www.ednet.ns.ca/earlyyears/licensing/day-care-family-home-day-care.shtml>. Submit the complete application by email to your Licensing Officer, or if required, mail your form directly to the Licensing Supervisor, at Department of Education and Early Childhood Development, Early Learning and Child Care, 2021 Brunswick Street, Halifax, NS, B3J 2S9.

Another option will be to apply for a Temporary Staffing Plan during an inspection (annual inspection, monitoring inspection) with the Licensing Officer, if the licensee does not meet Regulation 36(4).

7. Is there a limit on how many staffing plans that a centre can apply for?

The licensee may apply for the number of staff members required to meet Regulation 36(4).

8. Once I apply for a temporary staffing exemption, how long does it take to process the application?

The Licensing Officer reviews the application and issues a decision on whether the Temporary Staffing Plan is approved or denied within 10 business days.

9. How will I know I have been approved for a Temporary Staffing Plan?

The licensee will receive a letter from the Licensing Officer that the application has been approved. The licensee will be required to post an approved Exemption Notice Form next to the facility license and maintained in the facility staff records.

10. Will I need a new license?

The facility will not be issued a new license. The licensee will be required to post an approved Exemption Notice Form next to the facility license and maintained in the facility staff records.

11. What happens if I am denied a Temporary Staffing Plan?

The licensee will receive a letter from the Licensing Officer with regards to the reasons why the application was denied and what is needed for the exemption to be approved.

12. Can I make changes to an approved Temporary Staffing Plan?

The Licensee must notify the Licensing Officer immediately if there is any change to the approved staffing plan. The Licensing Officer will review the circumstances provided by the facility and decide on whether the changes can be made. A Temporary Staffing Plan may be revoked or amended if, at any time, the conditions are not being met.

13. Can I extend the completion date of my Temporary Staffing Plan?

The Licensing Officer will review the circumstance of why the licensee is unable to meet the training requirements and will determine if the extension is deemed.

14. Will our centre receive a violation for not meeting Regulation 36(4) of the Day Care Regulations, if we are eligible to apply for a Temporary Staffing Plan?

A centre will not receive a violation, if they are eligible to apply for a Temporary Staffing Plan.