



July 31, 2012

Dear Community Partner:

As a result of a recent review of the City of London's Child Care Fee Subsidy Policy, the following changes regarding business practices with respect to the Therapeutic Referrals will be **effective September 1, 2012**:

1. Children deemed to be immediately at risk will continue to be placed as needed (outside the wait list);
2. Generally, children placed as a result of a Therapeutic Referral will continue to be reviewed every six months;
3. Referral sources will be required to communicate if there are any changes from the current referral or they are no longer involved with the family prior to the six month review;
4. Siblings of children placed on referral will continue to be placed provided there is a need for care;
5. Children placed for reasons related to optimal growth and development, social/emotional, socialization and speech and language will be provided with part-time care up to a maximum of 3 days per week; and
6. Before and after school care for children on optimal growth and development, social/emotional, socialization and speech and language referrals will no longer be provided. Care may be provided for non-instructional days (Christmas, March Break and summer).

**Additionally, new Therapeutic Referral and consent forms have been created that will be required from any therapeutic source providing a referral for a client (see attached).**

With an ever-growing wait list and competing demands on the Child Care Fee Subsidy funding, Children's Services saw the need to implement the above changes to enable as many children as possible to access care.

Should you have any questions, please feel free to contact me at 519-661-2500 ext. 5895.

Sincerely,

Ian Gibb  
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