

Early Learning and Child Care Facility:	License Number:
School District:	Reporting Month:
Address:	Contact Number:
Form Filled by (please print):	Email:
Signature	Name of Inclusion Support Worker:

- Monthly monitoring forms must be submitted each month and they are due on or before the 5th of the month following payment (for example, monthly monitoring forms for June are due on or before July 5th).
- Report the hours in which both the child/ren and the Inclusion Support Worker were absent if applicable.
- Information regarding a payment adjustment or a letter of overpayment will be issued by the Inclusion Support Program if reimbursement for unused hours is required.
- All discharges must be communicated within **24 hours**. Please indicate in the table below the number of unused hours* not paid to the Inclusion Support Worker for each child receiving funding.

Initials of child	Individualized or Shared	Week 1	Week 2	Week 3	Week 4	Week 5 (if applicable)	Comments
		Approved Hours Unused Hours	Approved Hours Unused Hours	Approved Hours Unused Hours	Approved Hours Unused Hours	Approved Hours Unused Hours	
		Approved Hours Unused Hours	Approved Hours Unused Hours	Approved Hours Unused Hours	Approved Hours Unused Hours	Approved Hours Unused Hours	
		Approved Hours Unused Hours	Approved Hours Unused Hours	Approved Hours Unused Hours	Approved Hours Unused Hours	Approved Hours Unused Hours	
		Approved Hours Unused Hours	Approved Hours Unused Hours	Approved Hours Unused Hours	Approved Hours Unused Hours	Approved Hours Unused Hours	

Additional Information

<p>If child/ren are absent for unplanned or unforeseen circumstances (e.g. sickness, medical/other appointments, etc.), the Inclusion Support Worker will be eligible to continue working and be paid for their regularly scheduled hours as long as they are working.</p>	<p>It is expected that Inclusion Support Worker will use this time to support inclusion in the facility in many ways. Check all that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Professional development and continued learning (inclusion webinars, training, and other professional learning). <input type="checkbox"/> Use this time to document, plan and reflect on inclusive practices and strategies that support the child/ren. <input type="checkbox"/> Work with other educators and assist with learning environment redesign that supports inclusion. <input type="checkbox"/> Inclusion work (family engagement, general inclusion practices in the facility, etc.). <input type="checkbox"/> Other, please explain:
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Examples of unused hours that must be reported:

- ISP Worker is not employed.
- Child is no longer attending.
- Hours where both the child/ren and the ISP Worker were absent.
- If a child/ren is absent for preplanned or predetermined circumstances (vacations, temporary facility closure), the hours will be considered unused and funding will be adjusted on a case by case basis.

Ineligible expenses:

- The Inclusion Support Worker is not considered in child/educator ratio while being paid by the Inclusion Support Program.
- Funding cannot be transferred from one child to another.
- Operators do not qualify for the wage funding under the Inclusion Support Program.
- Funding cannot be used for equipment, renovations, or materials.

Periodic check-ins will be completed by the Early Learning Consultant within each School District to observe, discuss potential challenges and success, as well as re-evaluate the child/family and facility participation in the Inclusion Support Program.