

**Atikokan Literacy Incorporated  
ADULT LEARNING CENTRE  
Learner Access and Referral  
Policy/Procedure**

**Childcare**

APPROVED BY: Atikokan Literacy Incorporated Board of Directors

DATE: October 17, 2012 (O)

DISTRIBUTION:

**Policy:**

Atikokan Literacy Incorporated provides reimbursement for licensed and unlicensed childcare costs for Training Supports. Support will be available for children up to twelve (12) years of age. Where special needs can be demonstrated, reimbursement may also be made for children aged thirteen (13) and over.

**Procedure:**

1. Funding support for childcare will be arranged as needed during the registration and intake process.
2. Funding for private childcare shall not exceed that of public childcare.
3. Childcare provided by a spouse or relative living with the participant is not eligible for Training Supports reimbursement. This restriction does not apply to extended family members who do not live with the participant.
4. The learner will be responsible for fees as a result of non-compliance with the service provider.
5. Abuse of this policy will terminate childcare privilege.