**Ministry of Children, Community and Social Services**

**Optional - Foster Parent Learning Plan Template**

**Overview:**

This optional template was created by the Ministry of Children, Community and Social Services (ministry) and has been prepared to assist licensees in complying with their obligations under the *Child, Youth and Family Services Act, 2017* (CYFSA), [Section 120.1 of O Reg. 156/18](https://www.ontario.ca/laws/regulation/180156#BK181) and [Policy Directive: Residential Licensing 001- 23: Training on the Provision of Foster Care respecting Foster Parent Learning Plans](https://www.ontario.ca/document/child-protection-service-directives-forms-and-guidelines/policy-directive-residential-licensing-001-23-training-provision-foster-care), effective July 1, 2023.

The Foster Parent Learning Plan is to be used to help promote intentional planning and skill development of the foster parent by requiring that learning goals and objectives be considered and discussed between the foster care licensee and the foster parent. It is also important to connect the skillset of the foster parent to the identified needs of the foster child or children placed in their home.

**Note:** Although the term ***residential*** is a legal term under the CYFSA and its regulations, the ministry is using the term “out-of-home care” instead of “residential” care to acknowledge the traumatic history of the Residential School system in Canada

**Terms of Use/Disclaimer:**

The template may be used to support the initial development of the foster parent learning plan and to reflect changes to the plan as new training is completed and/or plans for ongoing training are developed.

Foster care licensees may choose to use their own templates and/or forms for preparing a foster parent learning plan; licensees are not required to use this template to prepare their foster parent learning plans.

**All foster care licensees are required to ensure that foster parent learning plans created for foster parents comply with all applicable requirements of the Act, its regulations and ministry directives. The template is a resource only and does not have the force and effect of the law. It does not replace the obligations set out in O. Reg. 156/18 for the creation and review of foster parent learning plans and reference should always be made to the official version of the regulation.**

Licensees requiring assistance with the interpretation of legislative and regulatory requirements, including those requirements specific to the foster parent learning plan, should seek legal advice.

**FOSTER PARENT LEARNING PLAN**

**Foster Parent Information­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­**

**Note:** Where there are two foster parents approved to provide foster care in a foster home each foster parent must have their own individualized learning plan.

**Foster Parent Name:** Click or tap here to enter text.

**Foster Home Address:**  Click or tap here to enter text.

**Date Learning Plan Developed:** Click or tap to enter a date.

**Date of Approval of Home:**  Click or tap to enter a date.

*As per section 121(1)(d) of O. Reg. 156/18 a foster care licensee shall not permit a person to receive a child for the purposes of providing foster care unless the licensee or a person designated by the licensee has developed a foster parent learning plan for the foster parent. A foster home cannot be approved until a foster care learning plan is developed by the licensee or a designate of the licensee.*

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| **SECTION A: Required Standard First Aid, Including Infant and Child CPR Training** |

As required by **Policy Directive: Residential Licensing 001- 23: Training on the Provision of Foster Care and s. 121(11) of O. Reg. 156/18**, licensees shall ensure that a foster parent who has been approved to provide foster care continues to hold at all times a valid certification in Standard First Aid, including infant and child CPR, issued by a training agency recognized by the Workplace Safety and Insurance Board (WSIB). [Link](https://www.wsib.ca/en/providers-approved-deliver-emergency-and-standard-first-aid) Copies of current and previous certificates of completion of training should be included in the foster parent’s file.

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| **Standard First Aid, Including Infant and Child CPR** | | | |
| **Organization**  (Name of Training Agency (must be issued by a training agency recognized by the WSIB) | **Proof of Certification on File** | **Date of Issue** | **Expiry date** |
|  | Yes  No | Click or tap to enter a date. | Click or tap to enter a date. |
|  | Yes  No | Click or tap to enter a date. | Click or tap to enter a date. |

*Note: Duplicate the above lines as required*

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| **SECTION B: Required Foster Parent Training** |

As required by **Policy Directive: Residential Licensing 001- 23: Training on the Provision of Foster Care**, all foster parents are required to complete specific training. For details on training requirements and timeframes for completion, please refer to the policy directive accessible here: <https://www.ontario.ca/document/child-protection-service-directives-forms-and-guidelines/policy-directive-residential-licensing-001-23-training-provision-foster-care>.

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| **Required Course** | **Name of Course and Course descriptions** | **Course Provider**  *(Include details of the person or entity that developed or co-developed and delivered/co-delivered the training)* | **Completion Date and**  **Proof of Completion on File** |
| The Parent Resources for Information, Development and Education (PRIDE) pre-service training or Strong Parent Indigenous Relationships Information Training (SPIRIT). |  |  | Click or tap to enter a date. |
| Training on First Nations, Inuit and/or Métis cultural competency[[1]](#footnote-1)  Exempt:  Check the box if Yes |  |  | Click or tap to enter a date. |
| Training on providing trauma-informed care |  |  | Click or tap to enter a date. |

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| **SECTION C: Training on the Provision of Foster Care**  Details of All Training Completed by the Foster Parent on the Provision of Foster Care[[2]](#footnote-2) & Plans for Ongoing Training[[3]](#footnote-3) |

The following section is intended to capture all training completed by the foster parent on the provision of foster care and plans for the foster parent’s ongoing training to improve the foster parent’s ability to provide foster care and to meet the individual needs of any foster child who is or will be placed with the foster parent, including the identification of continuous learning opportunities[[4]](#footnote-4) and individualized learning objectives. Where available, licensees are encouraged to review a child’s plan of care to help identify key areas of learning and support training priorities for the foster parent.

**Training Completed by Foster Parent on the Provision of Foster Care:**

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| --- | --- | --- | --- |
| **Name of Training Course and Provider** | **Date Completed** | **Learning & Development Area including Individual Learning Objectives**  The topic of the training being used to enhance knowledge and skills *(examples of topics may include: FASD, medication administration, anti-human trafficking, cultural competency training, etc.)* | **Skills Acquired from Training** |
|  | Click or tap to enter a date. |  |  |
|  | Click or tap to enter a date. |  |  |
|  | Click or tap to enter a date. |  |  |
|  | Click or tap to enter a date. |  |  |
| *Note: Duplicate the above lines as required.* | | | |

**Plans for Ongoing Training:**

Plans for ongoing training may include:

* Individual learning objectives, which are skills that a foster parent wants to further develop.
* Training required by the foster care licensee, consistent with the program they deliver.
* Specific training related to the needs of the individual children or youth being placed or that have been placed in their care.

*Once a registered training has been completed in the Plans for Ongoing Training section below, please record it in the Training Completed by Foster Parent on the Provision of Foster Care section above.*

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| --- | --- | --- | --- | --- | --- |
| **Date Added** | **Learning & Development Area, Including Individual Learning Objectives**  *(i.e., FASD, medication administration, anti-human trafficking)* | **Reason For Area of Focus**  *i.e., align with needs of children (plans of care), agency mandate/program, foster parent’s learning objectives. Provide details of how the training is consistent with the program delivered and the needs of the children served or placed with the foster parent.* | **Is this a Formal Training and/or a Continuous Learning Opportunity?**  *Formal Training may include training courses, webinars, events, etc. Continuous learning opportunities include ongoing mentoring, peer shadowing, etc.* | **Description of How Skill will be Obtained**  *Name of course provider or description of continuous learning opportunity* | **Timeline for Completion [[5]](#footnote-5)** |
| Click or tap to enter a date. |  |  | Choose an item. |  |  |
| Click or tap to enter a date. |  |  | Choose an item. |  |  |
| Click or tap to enter a date. |  |  | Choose an item. |  |  |
| Click or tap to enter a date. |  |  | Choose an item. |  |  |

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| **SECTION D: Comments** |

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| **Foster Parent Comments** | |
| **Date** | **Foster Parent summary of how they were consulted on the development of this plan and which individualized learning objectives, if any, they identified.** |
| Click or tap to enter a date. |  |
| Click or tap to enter a date. |  |
| Click or tap to enter a date. |  |
| Click or tap to enter a date. |  |
| *Note: Duplicate the above lines as required.* | |

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| **Licensee or Person Designated by the Licensee Comments** | |
| **Date** | **Provide any comments or reflections regarding the above learning plan and planned ongoing training activities.** |
| Click or tap to enter a date. |  |
| Click or tap to enter a date. |  |
| Click or tap to enter a date. |  |
| Click or tap to enter a date. |  |
| *Note: Duplicate the above lines as required.* | |

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| **SECTION E: Signatures** |

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| **Date** | **Foster Parent Name** | **Foster Parent Signature**  *Signature is an acknowledgement that that the plan is an accurate reflection of the training completed by the foster parent and the plans for the foster parent’s ongoing training.* | **Licensee Name or Person Designated by the Licensee** | **Licensee Name or Person Designated by the Licensee Signature**  *Signature is an acknowledgement that that the plan is an accurate reflection of the training completed by the foster parent and the plans for the foster parent’s ongoing training.* |
| Click or tap to enter a date. |  |  |  |  |
| Click or tap to enter a date. |  |  |  |  |

***Note:*** *Please ensure that each foster parent has a copy of their current foster parent learning plan. A copy of the foster parent learning plan must also be kept in the foster parent file (s. 124, O. Reg. 156/18).*

**Ministry of Children, Community and Social Services**

**Optional - Review of the Foster Parent Learning Plan Template**

**Overview:**

This optional template was created by the Ministry of Children, Community and Social Services (ministry) and has been prepared to assist licensees in complying with their obligations under the *Child, Youth and Family Services Act, 2017* (CYFSA), [Section 120.1 of O Reg. 156/18](https://www.ontario.ca/laws/regulation/180156#BK181) and [Policy Directive: Residential Licensing 001- 23: Training on the Provision of Foster Care respecting Foster Parent Learning Plans](https://www.ontario.ca/document/child-protection-service-directives-forms-and-guidelines/policy-directive-residential-licensing-001-23-training-provision-foster-care), effective July 1, 2023.

The Foster Parent Learning Plan is to be used to help promote intentional planning and skill development of the foster parent by requiring that learning goals and objectives be considered and discussed between the foster care licensee and the foster parent. It is also important to connect the skillset of the foster parent to the identified needs of the foster child or children placed in their home.

**Note:** Although the term ***residential*** is a legal term under the CYFSA and its regulations, the ministry is using the term “out-of-home care” instead of “residential” care to acknowledge the traumatic history of the Residential School system in Canada

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Foster care licensees may choose to use their own templates or forms for preparing and review of a foster parent learning plan; licensees are not required to use this template to prepare their foster parent learning plans.

**All foster care licensees are required to ensure that foster parent learning plans and reviews of the foster parent learning plan comply with all applicable requirements of the Act, its regulations and ministry directives. The template is a resource only and does not have the force and effect of the law. It does not replace the obligations set out in O. Reg. 156/18 for the creation and review of foster parent learning plans and reference should always be made to the official version of the regulation.**

Licensees requiring assistance with the interpretation of regulatory requirements, including those requirements specific to the foster parent learning plan, should seek legal advice.

**REVIEW OF FOSTER** **PARENT LEARNING PLAN**

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| **SECTION A: Reason for Review** |

**The Foster Parent Learning Plan must be reviewed at each of the following times listed:**

* Prior to any placement of a foster child with the foster parent, as required under s. 120.2(1), para. 1*. (****Note:*** *The licensee does not need to consult with the foster parent when reviewing the foster parent learning plan in this circumstance.)*
* At least once every three months, as required under section 122 of O. Reg. 156/18.
* During the annual review of the foster home, as required under section 120.2(1), para. 2 of O. Reg. 156/18.
* A material change in circumstances occurs that necessitates a review of the foster parent learning plan, to be conducted as soon as possible, as required under section 120.2(1), para. 3 of O. Reg. 156/18.

**In the chart below, specify the date of review, identify which reason above prompted the review, and identify the name of the person conducting the review:**

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| --- | --- | --- | --- |
| **Date of Review** | **Reason for Review (refer to above list)** | **Review Details** | **Name of Person that conducted the review (licensee or person designated by the licensee)** |
| Click or tap to enter a date. |  |  |  |

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| **SECTION B: Mandatory Checklist for Review** |

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| **Date of Review:** | | | |
| **Confirm the following was completed as part of the review by checking the boxes listed below. Ensure that changes made to the foster parent learning plan are documented in the plan together with signatures of the persons involved in the review (see s. 120.2(c) of O. Reg. 156/18). corresponding changes are reflected in the foster parent learning plan** | | | |
| Are changes to the foster parent learning plan required to better support the foster parent in meeting the needs of foster children to whom the foster parent provides or will provide foster care (see s. 120.2(a) of O. Reg. 156/18)? | Yes | No |  |
| If yes to the above, have the changes been updated and tracked in the foster parent’s learning plan? | Yes | No | N/A |
| Has the training that the foster parent has completed and plans to complete, continuous learning opportunities that the foster parent has engaged in and plans to engage in and learning objectives that the foster parent has met and plans to meet been documented in the foster parent learning plan (see section 120.2(b) of O. Reg. 156/18)? | Yes | No |  |
| Does the foster parent have a valid certification in Standard First Aid, including infant and child CPR, issued by a training agency approved by the Workplace Safety and Insurance Board? Ensure you confirm the date of completion and date of expiry of the certification and that there is proof of valid certification included in the Foster Parent File | Yes | No |  |
| Was the foster parent learning plan reviewed with the foster parent? (Not required in circumstances where the review is conducted prior to placement of a foster child in the foster home). | Yes | No | N/A |

***Note:*** *All changes made to the foster parent learning plan as part of the review must be clearly documented in the foster parent learning plan. Failure to document that information constitutes a non-compliance with regulatory requirements (see s. 120.2(c)).*

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| **SECTION C: Review Comments** |

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| **Foster Parent Comments** | |
| **Date** | **Provide any comments or reflections regarding the review and your ongoing learning plan.** |
| Click or tap to enter a date. |  |

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| **Licensee or Person Designated by the Licensee Comments** | |
| **Date** | **Provide any comments or reflections regarding the review and ongoing learning plan of the foster parent.** |
| Click or tap to enter a date. |  |

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| **SECTION D: Signatures** |

*Each time the foster parent learning plan is reviewed, the foster parent and person responsible for conducting the review must sign and date the plan to reflect the changes. Signatures may be included in the chart below if this document remains part of the foster parent learning plan.*

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| --- | --- | --- | --- | --- |
| **Date of Completed Review** | **Foster Parent Name** | **Foster Parent Signature**  *Signature is an acknowledgement that the changes made to the foster parent learning plan are an accurate reflection of the information discussed as part of the review of the foster parent learning plan.* | **Licensee Name or Person Designated by the Licensee** | **Licensee Name or Person Designated by the Licensee Signature**  *Signature is an acknowledgement that the changes made to the foster parent learning plan are an accurate reflection of the information discussed as part of the review of the foster parent learning plan.* |
| Click or tap to enter a date. |  |  |  |  |

***Note:*** *Please ensure that each foster parent has a copy of the current foster parent learning plan. A copy of the foster parent learning plan must also be kept in the foster parent file (s. 124, O. Reg. 156/18).*

1. Exemption from Training on First Nations, Inuit and/or Métis Cultural Competency: A foster parent or foster parent applicant is exempt from the requirement for training on First Nations, Inuit and/or Métis cultural competency if the person identifies themself as a First Nations, Inuk or Métis person. [↑](#footnote-ref-1)
2. Refer to s. 120.1(2)(a) of O. Reg. 156/18. [↑](#footnote-ref-2)
3. Refer to s. 120.1(2)(b) of O. Reg. 156/18. [↑](#footnote-ref-3)
4. **continuous learning opportunity** means an opportunity for learning in a more casual or informal setting, such as meeting with a mentor or shadowing a more experienced foster parent. [↑](#footnote-ref-4)
5. Licensees are required to include specific timelines within which the foster parent must complete specified aspects of the ongoing training. Refer to s. 120.1(2)(c) of O. Reg. 156/18. [↑](#footnote-ref-5)