

Overnight Respite - Frequently Asked Questions

Overnight Respite Service	2
Who can access the Overnight Respite Service at Holland Bloorview?	2
What is the cost?	2
Applying for Overnight Respite	2
How do I apply?	2
How do I request / submit my dates?	3
Why does the application have so many questions?	3
How often does the application need to be completed?	3
Can I apply for Overnight Respite outside of the service windows?	3
What if I want to re-apply within the same year?	4
Who can complete the medical referral?	4
How often does the medical referral form need to be completed?	4
Admission and Respite Stay	4
What is expected of me (as the family / caregiver) at admission?	4
What do I need to bring for admission?	5
Can I leave the country while my child is in respite care?	5
What happens if my child gets sick during their stay?	5
Is there a minimum and/or maximum length of stay?	6
When do I receive confirmation of my respite stay / dates?	6
What if I have to cancel? How do I cancel?	6

Overnight Respite Service

Who can access the Overnight Respite Service at Holland Bloorview?

Overnight Respite is available to clients that meet the following criteria

- Under 19 years old
- Benefit from care provided by a nurse or physician
- Have significant challenges with mobility (i.e., require wheelchair or mobility device much of the time)
- and -
- Require skilled medical treatments (i.e., multiple medication administration, tube feeds, suctioning, etc.)
- and/or -
- Are dependent on medical equipment or technology (i.e., enterostomy tube, tracheostomy, oxygen, ventilation, etc.)

Priority will be given to children and youth with the most complex medical needs.

What is the cost?

A daily accommodation fee of **\$75 per night** is charged for Overnight Respite services.

If financial assistance is required, families may contact the Family Resource Centre at:

- resourcecentre@hollandbloorview.ca
- 416-425-6220 ext. 6560

Applying for Overnight Respite

How do I apply?

To apply for Overnight Respite, you must complete the following steps:

Step 1: Complete the **medical referral form**. The referral must be completed and signed by a physician or nurse practitioner.

Step 2: Complete the **family application form**.

Step 3: Provide any additional medical or therapy information relevant to your child's care, if requested.

Step 4: Wait for the application to be reviewed and eligibility confirmed.

Step 5: Once approved, request dates for Overnight Respite services.

Visit <https://hollandbloorview.ca/services/programs-services/respite/overnight-respite> for the steps and required forms.

How do I request / submit my dates?

Once your application has been approved, you may submit requests via overnightrespite@hollandbloorview.ca for respite dates during available service windows. The dates requested will be reviewed based on capacity, eligibility, and service availability before confirmation is provided.

Why does the application have so many questions?

The application collects information about your child's medical needs, functional abilities, communication needs, behavioural considerations, and daily care requirements.

This information is needed to:

- Determine eligibility for the service
- Support safe and excellent care during respite stays
- Ensure staff have the information required to meet your child's needs
- Support admission planning and care coordination

The application has been reviewed by physicians, nurses, operational leaders, and family advisors to ensure required information is collected.

How often does the application need to be completed?

The family application form is required to be completed **once per year**. Once approved, your application remains active for one year.

The medical application component is required to be completed **once per year** and remains active for **one year from date of completion**.

Approximately 30 days before admission, the team will review the information with you to ensure nothing has changed

Can I apply for Overnight Respite outside of the service windows?

Yes, you can apply for Overnight Respite at any time however, we only reserve capacity for respite clients during the **approved annual service windows**.

Dedicated capacity for Overnight Respite admissions is offered during designated **annual service windows**:

- March 1 – May 15
- August 15 – November 15

These service windows were selected based on historical inpatient census patterns to improve reliability of service delivery.

What if I want to re-apply within the same year?

You can reapply for multiple respite stays within the same year as long as you do not surpass the maximum service thresholds. Approved applications are valid for 1 year from the date of medical referral.

If your application remains current and approved, you do not need to complete a new application before requesting additional respite dates.

Service thresholds have been established to ensure Overnight Respite is available to as many families as possible. **Current service thresholds** are:

- Up to **3 weeks per service window**
- Up to **6 weeks per calendar year**

All requests remain subject to capacity and eligibility requirements.

Who can complete the medical referral?

The medical referral form must be completed by a physician or nurse practitioner.

Your physician may be your family doctor or a member of your child's care team (e.g., developmental pediatrician, specialist, etc.)

How often does the medical referral form need to be completed?

The medical referral form and family application form need to be completed **annually unless significant changes occur during the year**. Updated medical information may also be requested before an admission to ensure care information is current.

Admission and Respite Stay

What is expected of me (as the family / caregiver) at admission?

Caregivers are expected to participate in the admission process and provide current information regarding their child's care needs.

Legal Guardian/Parent must attend the admission, which takes 2-3 hours, and review any updates regarding their child's health, medications, or care requirements.

It is important that you arrive at the scheduled admission time in order to ensure availability of medical team to perform the admission.

What do I need to bring for admission?

Prior to your child's respite stay, you will receive admission instructions outlining what is required for admission.

Items you are required to bring for admission:

- Ontario Health Card
- Immunization record - Must be up to date.
- Diapers, if required
- All current medication (not more than three months old) in their original and separate containers with clearly labelled dosages and instructions. Any new medications ordered by a physician during your child's stay will be provided by Holland Bloorview.
- All toiletry items such as toothbrushes, toothpaste, hairbrush, shampoo, soap, and lotion labelled with your child's full name.
- Swim diapers if your child wishes to participate in the swim program. These are available at local drug stores. Youth and adult sizes available at Holland Bloorview's pool office. Swimming is not offered during every stay.
- All items, including clothing, toys, etc., must be labelled with your child's full name.
- Supportive equipment as required such as slings, ventilator, ventilator circuits, manual resuscitation bag, oxygen mask, TPN/TNA, IV pump, etc.
- Any specialized formula, feed or dietary requirements. Note: you will receive a pre-admission phone call from a nurse the evening before your child's stay. If your child has special dietary or formula needs, please discuss this with the nurse. If we have the formula (e.g. PediaSure) available you are not required to bring it with you, however if we do not have it available, we ask that you bring in enough for your child's stay.

Can I leave the country while my child is in respite care?

Yes, you can leave the country while your child is at Holland Bloorview for Overnight Respite however, you are required to provide the name, address, and contact information for a person who is able to make decisions regarding your child's care. This representative must be legally allowed to make care decisions and appropriate paperwork must be provided proving this.

Please speak with the care team before admission if out-of-country travel is planned.

What happens if my child gets sick during their stay?

If your child develops infectious symptoms during their respite stay, they may be placed in isolation to protect other children, or you may be asked to pick them up. This decision is made by the attending physician based on your child's symptoms and clinical circumstances.

If emergency medical care is required, parents or caregivers are responsible for meeting their child at the emergency department where they are taken.

Is there a minimum and/or maximum length of stay?

Minimum length of stay is 3 nights.

Maximum length of stay is based on service thresholds. Current service thresholds are:

- Up to **3 weeks per service window**
- Up to **6 weeks per calendar year**

When do I receive confirmation of my respite stay / dates?

For overnight respite stays during service windows, families can expect confirmation approximately 30 days before admission.

While every effort will be made to provide advance notice, confirmation timelines may occasionally be shorter due to staffing requirements, inpatient census, or other operational considerations.

You will receive a pre-admission call 30-days and 24-hours before your child's admission date.

What if I have to cancel? How do I cancel?

If you need to cancel your child's respite admission, please contact the Admitting Department ahead of admission.

Admitting Department can be reached by calling **416-753-6022** and emailing overnightrespite@hollandbloorview.ca for written verification.