

## Childcare Policy – Doctors Nova Scotia annual conference

### 1. Purpose

This Childcare Policy is designed to provide financial assistance to offset some of the childcare costs members would incur while attending the annual conference sessions in person. The goal is to improve member engagement by making it easier for our members to attend the conference in person.

### 2. Definition

Childcare expenses are defined as *additional expenses a delegate may incur for the purpose of dependent childcare*. Individuals claiming under this policy must confirm that the dependent fits the CRA definition of an eligible dependent to qualify under this policy.

### 3. Scope

This policy applies to all annual conference delegates who incur additional childcare expenses as a result of attending sessions of the annual conference.

Coverage includes one of the following:

- On-site childcare (eg. babysitting); or
- Accommodation and travel costs for permanent caregivers (eg. nannies) who are travelling with the member.

Members can claim \$50 for a half day of sessions and \$100 for a full day of sessions. The maximum claim for any conference is \$150.

Coverage does not include such things as medical or hospital care, clothing, entertainment or meals.

### 4. Eligibility to Make a Claim

Any Doctors Nova Scotia member who attends any or all of the annual conference is eligible to make a claim under this policy. This policy does not apply to DNS staff.

### 5. Administrative Information

To make a claim, a *Travel Expense & Honoraria Claim Form* must be completed and include supporting receipts. To ensure the claims are auditable, payments can only be made if receipts are included.

Claims must be submitted to DNS within 15 days of the close of the conference. Once approved, DNS will provide payment within 60 days.

Claim forms can be obtained from Melissa Murray, communications coordinator, at [melissa.murray@doctorsns.com](mailto:melissa.murray@doctorsns.com).