

Inclusion Support Services

Family Guide



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1. General Information

Vision and Guiding Principles

Children are competent, capable, and complex thinkers able to envision their own success. The Inclusion Support Services program supports early learning child care programs in providing a flexible, nurturing, and inclusive environment that continuously builds on families and children's expectations and dreams for their future. We believe in sharing current research and documentation based on each family and child's vision supported by the four foundations on learning (Well-Being, Expression, Belonging, Engagement) as stated in the Ministry of Education's [How Does Learning Happen? Ontario's Pedagogy for the Early Years](#). We respect and recognize the importance of collaborating and aligning with families and other professionals to build on children's achievements.

Inclusion: All children can actively and meaningfully participate in licensed child care programs and EarlyON Child and Family Centres and are supported to form authentic, caring relationships with their peers and educators through a class-wide approach.

Capacity Building: Research demonstrates that supporting educator capacity to increase their skills, knowledge, and access to resources helps address the needs of all children in the programs and fosters effective inclusive practices.

Integrated Supports: Children and families benefit from the intentional efforts of educators who collaborate and make relevant, timely referrals and connections to other programs and services to support individual needs.

Foundational Conditions: Ontario's pedagogy for the early years (*How Does Learning Happen?*) articulates a strength-based view of children, families, and educators supported by the four foundations that are essential for all children to grow and flourish: Well-Being, Engagement, Belonging, and Expression.

Service Delivery Model

Inclusion Support Services is funded by the Ministry of Education through the District of Parry Sound Social Services Administration Board – Child Care Service Manager. It is a free service for children with differing abilities attending licensed child care settings, EarlyON Child & Family Programs, Ministry of Education funded school age summer camps and recreational programs.

ISS is a referral-based program for families of children 0-12 years to support their participation in all aspects of their day to the best of their ability. We are also a resource and support service for child care and early years program staff. We accept referrals from parents and guardians, caregivers, educators, and community partners and a diagnosis is not needed to access our supports and services. Parental or Guardianship consent must be given if the referral is submitted by a third party.

Program Statement

Inclusion Support Services has an individual Program Statement that reflects the current philosophy, values and practices the service embraces. The Program Statement is regularly reviewed and updated and is based on the most current research and feedback from families, educators and other professionals supporting licensed child care and EarlyON Child & Family Programs. You will be provided with a Program Statement when you enroll your child in one of our programs or following significant revisions. For an electronic copy, you can also visit <https://www.psdssab.org/index.php/our-programs/childrens-services/licensed-childcare-centers/>.

The Role of the Resource Consultant

Inclusion Support Services program employs qualified Resource Consultants following the requirements in the *Child Care and Early Years Act, 2014, Ontario Regulation 137/15*. Inclusion Support Services staff may be members of the *College of Early Childhood Educators* or other regulatory body formed to protect the public interest and focus on quality and standards in the field. They also abide by the *Child and Family Services Act-Duty to Report*, and the *Municipal Freedom of Information and Protection of Privacy Act*.

Resource Consultants participate in ongoing professional development throughout the year to enhance their skills and knowledge. They are required to complete a Vulnerable Sector Check through the local police department every five years and be certified in Standard First Aid and Infant/Child CPR.

What a Resource Consultant Does:

- a. Consults with parents/guardians, early years staff and community partners to support meaningful and positive relationships with other children, and adults in their environments.
- b. Supports children in all aspects of the child care program, while their natural strengths, abilities and interests are respected.
- c. Adopts a class-wide approach that welcomes children of all abilities while providing resources to early childhood professionals and families that support inclusion.
- d. Provides developmental support through the completion of informal developmental screens and the ongoing review of Individualized Support Plans for children with differing abilities.
- e. Offers information, education and facilitates appropriate referrals to community resourcing programs such as One Kids Place and Hands thefamilyhelpnetwork.ca.
- f. Attends and participates in scheduled case conferences and supports a seamless transition to school for those children entering the school system each September.

2. Program Administration

Intake & Early Weeks of Service

The wait for service can vary. You will be contacted as soon as a Resource Consultant is available, but wait-times will vary dependent on a variety of factors. Once the Resource Consultant is assigned, you will be contacted to complete the ISS Intake package at a time that is mutually

convenient. Within the initial meetings and early weeks, the Resource Consultant will connect with you, your child and the early years team members that support your family to discuss the strengths, preferences and any challenges your child is experiencing to begin to shape a plan of support.

As the child's strengths and unique needs emerge over the first six weeks of service, combined with your parental input and insights from the program staff, goals are developed and recorded in an Individual Support Plan (ISP). The ISP is then reviewed with you and shared with those team members you have pre-approved to receive it. ISPs are then reviewed and updated with input from your child's full team every six months.

Informal Screening

With your consent and signed authorization, Resource Consultants are available to complete informal screenings that provide an overview of a child's early development. All information gained through completing a screening tool with a child is confidential.

An informal screen will assess developmental milestones such as:

- Cognitive development: how your child uses the senses of smell, taste, hearing and vision to learn about the world and to solve problems. It includes knowledge memory and reasoning.
- Fine motor (small muscle) development: includes your child's strength and control of their arms and hands, and eye-hand coordination.
- Gross motor (large muscle) development: includes your child's balance, strength and body awareness through movement.
- Social-Emotional development: considers how your child understands and expresses their feelings and whether they seem to feel safe and secure. It also includes sharing, taking turns and cooperating with others.
- Self Help: reviews how much your child participates in, or takes responsibility for, daily activities such as eating and getting dressed.
- Speech, language and communication: this includes how your child understands others and expresses themselves using signs, sounds, words and gestures.

Once the results of the screening tool are available, the Resource Consultant will review them with you and share them with the relevant team members supporting your child assuming you've provided the needed written authorization. Through team consultation, next steps will be determined and shared.

Record Keeping

Inclusion Support Services is required to create a child file at the time of Intake. From then, until your child is discharged from Inclusion Support Services, you will receive copies of any developmental screening results and reports produced by your child's Resource Consultant. Your child's file may also include copies of summary notes, and reports from other professionals who have seen your child and have received your consent to share information with the Resource Consultant. All child files are maintained in a secure location and mechanically shredded three years after discharge.

Transition to School

A child's successful transition into school is dependent on the development of a respectful partnership between parents/guardians, the school board and community partners. Collaboration and information sharing will help set your child up for success as they transition into school. To this end, you may have the opportunity to participate in a School Transition Meeting, which typically takes place after you have registered your child for Junior Kindergarten within the spring months before your child enters school in September. These school-based meetings are an opportunity to share your child's strengths and needs and allows you and school personnel to work together to ensure your child has a positive school experience right from the start.

Your Resource Consultant can discuss the process with you and provide you with a copy of the "Entry to School Parent Resource Guide" which includes additional information and supports.

Discharge

Your child will be discharged from Inclusion Support Services when:

- a) They no longer attend an eligible child care or early years program in the District of Parry Sound.
- b) They transition to kindergarten.
- c) They turn 13 years of age.
- d) You decide you no longer want your child to receive ISS support.
- e) They have made progress in their overall development and no longer need our services.

The Resource Consultant will complete your child's Discharge Report and forward it to you for your records.

3. Parent Issue and Complaint Process

Intent

We welcome questions regarding our program, as well as constructive feedback. You are encouraged to discuss any concerns you may have with the Resource Consultant supporting you and your family.

Escalation of Concerns

The following are the steps to escalate your concern should they be needed:

- a. If your concern is child care or early years program related, please speak with the appropriate program staff directly and follow the program's specific complaint procedure.
- b. If your concern is related to Inclusion Support Services, please reach out to your Resource Consultant or the program supervisor.
- c. If your concern remains unresolved, please contact the Director of Directly Operated Child Care Programs (Brenda Wiltshire: 705-386-0553 x5430).
- d. If the concern remains unresolved, you are welcome to speak to the PSDSSAB Chief Administrative Officer (Tammy Mackenzie).

Concerns can be brought forward verbally or in writing and you will receive a response within 5 working days. If a resolution requires more time, you will be kept informed throughout the process. Every effort will be made to protect your privacy and that of your child, as well as the privacy of the staff, placement students and volunteers except where information must be disclosed for legal reasons, for example CAS and Duty to Report expectations.

** Concerns related to the compliance with regulations and requirements set out in the CCEYA must be reported to the Ministry of Education’s Quality Assurance and Licensing Branch at 1-877-510-5333 or childcare_ontario@ontario.ca .*

Duty to Report

**Every staff member, placement student and volunteer have a Duty to Report any suspicions of child abuse to the local Children’s Aid Society (CAS). All Registered Early Childhood Educators are bound to comply with the College of ECE’s Code of Ethics and Professional Standards. This document may be found at <https://www.college-ece.ca/en/Public/professionalstandards>.*

4. Resources

Parry Sound District Social Services Administration Board www.psdssab.org

Ont. Ministry of Ed/Child Care Division http://www.edu.gov.on.ca/childcare/licensing_resources.html

North Bay Parry Sound District Health Unit www.myhealthunit.ca

Look/See Checklist (formerly Nipissing Developmental Screen) <https://lookseechecklist.com/en/>

NOTES:
