Welcome to the Entry to School Program Caregiver Handbook

Group-Based Service Model

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Clinical Team

Title	Roles and Responsibilities
Classroom Lead	❏ Registered Behaviour Technician (RBT) credentials ❏ Implements ETS curriculum and modifies individualized and group programming with guidance from the Program Leads, as needed ❏ Provides daily support to Group Facilitators ❏ Serves as primary contact for family's questions about programming ❏ Serves as liaison between Program Leads and Group Facilitator team
Group Facilitators	❏ Implements ETS curriculum and modifies individualized and group programming with guidance from the Program Leads, as needed ❏ Collects data to help guide clinical decision making and track progress ❏ Shares updates about eventful happenings (e.g., child didn't sleep well)
Program Leads (Consultation Team): BC, SLP, OT	❏ Assists in the selection and implementation of assessment tools ❏ Provides group and individual assessment, as required ❏ Recommends and develops appropriate evidenced-based services to support group facilitators in program administration ❏ Monitors group and individual progress ❏ Focuses on supporting implementation of the ETS curriculum on a group and individual level, rather than providing direct 1:1 support to individual children in the group
Behaviour Consultant (BC)	❏ Scope of practice is guided by the principles of Applied Behaviour Analysis (ABA) ❏ Skill areas of focus: ALL
Speech-Language Pathologist (SLP)	❏ Supports and/or assists in the development of basic communication systems

	❏ Skill areas of focus: Play, Communication, Social Interaction, Pre-Academics (Learning and Attention) ❏ May delegate specific activities for a Speech-Language Therapy Assistant to implement in the group (e.g., modeling and/or coaching the group facilitators in the use of specific strategies to target skill development)
Occupational Therapist (OT)	❏ Supports trialing of specialized equipment in the group/classroom setting, if needed ❏ Can complete specialized equipment recommendations to the school, if needed ❏ Skill areas of focus: Functional Routines, Behavioural Self-Management, Play, Pre-Academics (Learning and Attention)
Transition Coordinator (TC) (Consultation Team)	❏ Coordinates communication and collaboration between ETS team/family/school ❏ Problem-solves barriers to accessing ETS program and/or school and assists in advocacy for school transition

If in doubt on who to contact about questions, please contact the Transition Coordinator.

How to Address Concerns
Concerns regarding the direction or quality of service you are receiving, inform your Classroom Lead as soon as possible. We will make every effort to address these issues in a timely fashion. If you remain concerned following the response of the Classroom Lead, please bring the matter to the attention of the Clinical Manager, Andrea Simpson or Heather Redmond. Email asimpson@lrcss.com or call 905-666-9688, ext. 308, or hredmond@lrcss.com or call 905-666-9688, ext. 301.
Concerns regarding Occupational Therapy or Speech-Language Pathology can be brought to the attention of Samantha Milligan, Clinical Manager, Grandview Kids. Email samantha.milligan@grandviewkids.ca or call 905-728-1673, ext. 3222.

Concerns regarding Transition Coordination can be brought to the attention of Jenna Francis, Manager, Resources for Exceptional Children and Youth - Durham Region. Email jfrancis@rfecydurham.com or call 905-427-8862, ext. 333.

Service Description: Group-Based Service Model

Service Description

❏ The Entry to School (ETS) program has two components: the first component is a 'School Readiness' 6-month group-based program. The second component involves transition to school supports provided by your Entry to School consultation team during the first 6 months your child is in school

❏ The group-based program will be delivered by staff with knowledge supporting children with Autism Spectrum Disorder, applied behaviour analysis, and early childhood development. These staff will be supported by a Speech-Language Pathologist, Occupational Therapist, and Behaviour Consultant.

❏ ETS focuses on developing 6 skill areas that are critical for school success:

1. Social Interaction
2. Play
3. Communication
4. Functional Routines
5. Behavioural Self-Management
6. Pre-Academics (Learning and Attention)

❏ The ETS program recognizes that parents/caregivers are the experts on their children, and their children's needs.

❏ The ETS staff welcome collaboration and input from parents to ensure their child benefits fully from programming.

❏ Should needs arise beyond the scope of services provided, the ETS Team may recommend consultation or referrals to support those needs, and when appropriate, help coordinate for these consultations with appropriate consent to ensure that the best interests of your child and parent/caregiver(s) are considered.

❏ The ETS program incorporates evidence-informed practices. This includes selecting the least intrusive strategy to support a child's success (e.g. using pictures to encourage a child's independence in the classroom).

❏ The agencies delivering the ETS Program are committed to the provision of high quality services.

❏ The ETS Team is committed to fostering an environment of compassion and belonging in which employees and service recipients feel supported and respected. This community of belonging is one in which everyone is treated with dignity and promotes the voices/opinions of people from all different races, ancestry, place of origin, colour, ethnic origin, citizenship, faith/creed, sex, gender identity, gender expression, sexual orientation, age, marital status, family status, socioeconomic status, disability or different abilities. We are committed to supporting and adapting services for clients and their caregivers based on your needs as they apply to the services we offer.

❏ The ETS services are voluntary. At any time during service provision, the parent/caregiver can withdraw or decline to participate in services. You can withdraw your consent for services by communicating with a Program Lead (OT, SLP, BC), Transition Coordinator, and/or Clinical Manager.

❏ Please note staff are not allowed to have a relationship (including social media) with client/caregiver(s) outside the service relationship provided.

Caregiver Responsibilities and Commitment

Caregiver Responsibilities

Caregivers are responsible for:

❏ Transporting child to and from ETS location at agreed upon service time, please note that staff are not permitted to transport clients/caregiver(s) to or from any location.

    ❏ Caregiver to be available for pick-up should their child become ill.

❏ Providing materials needed for participation in the program as requested (see below).

❏ Communicating relevant information to the team to support programming (e.g., sleep disruptions, family events that may impact the child or attendance, significant changes at home, etc.).

❏ Asking questions and seeking clarification from clinicians, as needed.

❏ Providing feedback on skill development outside of the group.

Materials Needed for Participation
Please ensure all personal items are labeled

❏ Daily snacks and drink	❏ Diapers (if needed)
❏ Water bottle	❏ Wipes (if needed)
❏ Backpack	❏ Diaper cream (if needed)
❏ Extra clothing	❏ Weather appropriate clothing
❏ Indoor shoes	❏ Sunscreen (spring/summer months)
❏ Well-fitting mask (*optional*)	❏ One comfort item (if needed), must be in a labeled container for storage

Start and End Dates	
❏ First day of group: Monday February 27, 2023	❏ Last day of group: Friday August 25, 2023

Attendance Guidelines

The following attendance guidelines help ensure the most effective and efficient service for your child.

1. The ETS program will follow all local, provincial and federal guidelines related to Public Health, which may include completing and passing a health screen prior to the school day by the classroom team. Any updates to health protocols will be sent to you via email.

2. If your child is sick, and has any of the following symptoms: fever/chills, diarrhea/vomiting, new rash, or any other symptom of infectious illness, please do not attend the program for 48 hours and follow current Public Health guidelines. This is for the protection of the health of our team members and other participants.

3. If your child will not be attending on their scheduled day (due to illness or for any other reason), please contact your clinician **at least 24 hours** in advance, if possible.

4. A group session may be canceled on any given day due to extreme weather conditions (e.g., snowstorms, ice storms, etc.), extenuating circumstances (e.g., power outage), or staff sickness and vacation.

5. There may be times throughout the year when the ETS program does not offer service (e.g., holidays, shutdowns, professional development days and team meetings). Caregivers will be notified in advance of the date when the group program is not in session.

Privacy, Confidentiality, and Sharing Information

1. The Client/Parent/Caregiver(s) acknowledge having been advised that all staff are bound by an "Oath of Confidentiality". If during the course of the program it becomes necessary for program staff to communicate with other professionals outside of the partner agencies/program, staff will request written consent to share/disclose any personal health information.

2. Placement students being supervised by members of the service team must sign an "Oath of Confidentiality" prior to involvement in the delivery of the ETS program. Parents/caregivers will be notified in advance if a placement student will be present in the program.

3. All confidential information collected will be stored on a secure drive and electronic database, only accessed by those requiring access for clinical or administrative purposes.

4. Your child may be recorded during some sessions. This will be used for the following purposes: to assist in the training of the ETS program staff working with your child, supervision/collaboration to assist in redesigning your child's program, and as a record of your child's progress. Specific consent will be sought out if recording is required for any and all purposes.

5. Virtual services may be held via Google Meet/Zoom video conferencing platforms which are compliant with the standards of care under the Personal Health Information Protection Act ("PHIPA"). Additional consent will be sought out if services will be delivered using this modality.

6. The ETS team members, as recognized providers of services to children, have a duty to report any immediate safety concerns, alleged or witnessed physical altercations/conflict, alleged, reported or suspected abuse, mistreatment and/or neglect, or inappropriate treatment of children or adults. If you would like more information about this, please connect with a member of your ETS Team.

Next Steps

- o Complete the Entry to School questionnaire and return it to Grandview's Service Navigation Team (OAPEarlyYearsIntake@grandviewkids.ca).

- o You are encouraged to register your child for the September 2023 school year as early as possible. If you require support to register, reach out to your Transition Coordinator once the program starts in February 2023.

- o In February 2023:

  - ➢ You will receive a welcome email from your child's Group Program team that will provide you will information relating to your chosen location.

  - ➢ You will be invited to an orientation for the Entry to School program's Group-Based Service Model. Both in-person and virtual options will be provided. During this orientation we will ask you to complete our consent for service.

  - ➢ You will be invited to a "meet and greet" with your Group Program team at your location prior to the start of the program.