

# **Welcome to the Entry to School Program Caregiver Handbook**

## *Integrated Service Model*



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## Clinical Team

Title	Roles and Responsibilities
Behaviour Technician  Lake Ridge Community Support Services (LRCSS)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Supports assessment for the clinical consultation team at the start and the end of the program</li> <li><input type="checkbox"/> May complete additional observations or assist with coaching as required throughout the program</li> </ul>
Transition Coordinator (TC) Resources for Exceptional Children and Youth	<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinates communication and collaboration between ETS team/family/childcare/school</li> <li><input type="checkbox"/> Problem-solves barriers to accessing ETS program and/or school and assists in advocacy for school transition</li> </ul>
Consultation Team:  Behaviour Consultant/ Behaviour Analyst, Speech-Language Pathologist, Communicative Disorders Assistant, Occupational Therapist	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assists in the selection and implementation of assessment tools</li> <li><input type="checkbox"/> Supports individual assessment, as required</li> <li><input type="checkbox"/> Provides coaching and consultative supports to educators</li> <li><input type="checkbox"/> Monitors individual progress</li> <li><input type="checkbox"/> Does not provide direct 1:1 support to individual children in the childcare</li> </ul>
Behaviour Consultant/Behaviour Analyst (BC/BA)  Lake Ridge Community Support Services (LRCSS)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Scope of practice is guided by the principles of Applied Behaviour Analysis (ABA)</li> <li><input type="checkbox"/> Skill areas of focus: ALL</li> </ul>



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<p>Speech-Language Pathologist (SLP) &amp; Communicative Disorders Assistant</p> <p>Grandview Kids</p>	<ul style="list-style-type: none"><li><input type="checkbox"/> Supports and/or assists in the development of basic communication systems</li><li><input type="checkbox"/> Skill areas of focus: Play, Communication, Social Interaction, Pre-Academics (Learning and Attention)</li><li><input type="checkbox"/> May delegate specific activities for a Speech-Language Therapy Assistant to implement in the childcare (e.g., modeling and/or coaching the educators in the use of specific strategies to target skill development)</li></ul>
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<p>Occupational Therapist (OT)</p> <p>Grandview Kids</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Supports trialing of specialized equipment in the childcare setting, if needed</li> <li><input type="checkbox"/> Can complete specialized equipment recommendations to the school, if needed</li> <li><input type="checkbox"/> Skill areas of focus: Functional Routines, Behavioural Self-Management, Play, Pre-Academics (Learning and Attention)</li> </ul>
<p>Peer Navigator (PN)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provides direct emotional support to families through shared lived experience</li> <li><input type="checkbox"/> Ensures family voice is heard</li> <li><input type="checkbox"/> Provides family support throughout the ETS program and beyond</li> </ul>

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

**We're Here to Help:** The Entry to School program is dedicated to providing high-quality services for your child. If you have any questions or concerns about the support or services your family is receiving, please let us know right away. We're committed to addressing your concerns promptly and working with you to find solutions.

**Steps to Share Your Concerns:**

1. Start by sharing your questions or concerns with the consultant on your team.
2. If you still have concerns or if the issue is more serious, please reach out to a member of the management team (see below).

We're here to listen and work with you every step of the way!

<p><b>Grandview Kids</b></p> <p>General program concerns, intake, speech, or OT</p>	<p>Ashley Rego, Clinical Manager, Ontario Autism Program. Email: <a href="mailto:Ashley.Rego@grandviewkids.ca">Ashley.Rego@grandviewkids.ca</a>.</p> <p>Joshua Theodore, Director, Clinical Services (Early Years). Email: <a href="mailto:Joshua.Theodore@grandviewkids.ca">Joshua.Theodore@grandviewkids.ca</a></p> <p>Alternatively, you can also call Grandview Kids directly at 905-728-1673</p>
<p><b>Lake Ridge Community Support Services</b></p>	<p>Andrea Simpson, Clinical Manager Email: <a href="mailto:ASimpson@lrcss.com">ASimpson@lrcss.com</a></p> <p>Amy Andrews, Program Manager</p>



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Frontline staff or behavioural concerns	Email: <a href="mailto:AAndrews@lrcss.com">AAndrews@lrcss.com</a>
<b>Resources for Exceptional Children and Youth</b>  Transition/school concerns	Megan Thorpe Ross, Supervisor, Family and Community Supports  Email: <a href="mailto:mthorpeross@rfecydurham.com">mthorpeross@rfecydurham.com</a>



## Service Description: Integrated Service Model

### Service Description

- The Entry to School (ETS) program has two components: the first component is a 6-month 'School Readiness' integrated service model. 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 integrated service model will occur in the licensed childcare your child is already registered.
- The Occupational Therapist, Speech-Language Pathologist, and Behaviour Consultant will regularly visit the childcare to provide consultation and coaching to your childcare team to support your child's development in 6 skill areas.
- 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 caregivers are the experts on their children, and their children's needs.
- The ETS staff welcome collaboration and input from caregivers 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 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,



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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 caregiver can withdraw or decline to participate in services. You can withdraw your consent for services by communicating with a member of the Consultation team (OT, SLP, BC/BA), 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.



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## Caregiver Responsibilities and Commitment

### Caregiver Responsibilities

Caregivers are responsible for:

- Continuing to send your child to their childcare regularly (please follow your childcare's illness policy)
- Notifying your ETS team if your child will be absence during a day when an ETS visit is booked
- 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 program

## Privacy, Confidentiality, and Sharing Information

1. The Client/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. 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

- We encourage you to register your child for the upcoming school year as early as possible. If you require support to register, reach out to your Transition Coordinator.
- Before program start:
  - You will be invited to an orientation for the Entry to School program's Integrated 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 meeting between your family, your childcare, and the Entry to School team to go over relevant background information about your child in preparation for the program.