

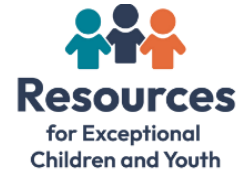
Welcome to the Entry to School Program Caregiver Handbook

Group-Based Service Model

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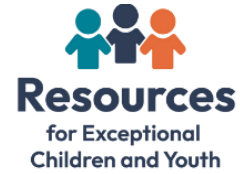
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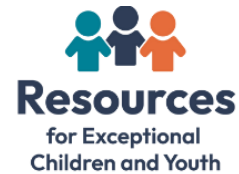


Entry To School (ETS) Team

Title	Roles and Responsibilities
<p>Classroom Lead</p> <p>Lake Ridge Community Support Services (LRCSS)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Implements ETS curriculum and modifies individualized and group programming with guidance from the Consultation Team, as needed <input type="checkbox"/> Provides daily support to Group Facilitators <input type="checkbox"/> Serves as primary contact for family's questions about classroom programming and events <input type="checkbox"/> Serves as liaison between Consultation Team and Group Facilitator team
<p>Group Facilitators</p> <p>Lake Ridge Community Support Services (LRCSS)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Implements ETS curriculum and modifies individualized and group programming with guidance from the Classroom Lead and Consultation Team, as needed <input type="checkbox"/> Collects data to help guide clinical decision making and track progress <input type="checkbox"/> Shares updates about child's day at drop off/pick-up from the program
<p>Consultation Team:</p> <p>Behaviour Consultant/ Registered Behaviour Analyst, Speech-Language Pathologist, Occupational Therapist</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Provides group and individual assessment, as required <input type="checkbox"/> Recommends and develops appropriate evidenced-based services to support group facilitators in program administration <input type="checkbox"/> Monitors group and individual progress <input type="checkbox"/> 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
<p>Behaviour Consultant/ Registered Behaviour Analyst (BC/RBA)</p> <p>Lake Ridge Community Support Services (LRCSS)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Scope of practice is guided by the principles of Applied Behaviour Analysis (ABA) <input type="checkbox"/> Direct supervisors of the classroom Leads and Group Facilitators <input type="checkbox"/> Skill areas of focus: ALL (see Service Description on page 4)



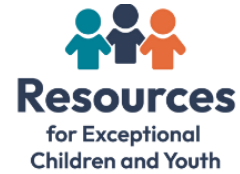
<p>Speech-Language Pathologist (SLP) Grandview Kids</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Supports and/or assists in the development of communication systems <input type="checkbox"/> Skill areas of focus: Play, Communication, Social Interaction, Pre-Academics (Learning and Attention) <input type="checkbox"/> May delegate specific activities to 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)
<p>Occupational Therapist (OT) Grandview Kids</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Supports trialing of specialized equipment in the group/classroom setting, if needed <input type="checkbox"/> Can complete specialized equipment recommendations to the school, if needed <input type="checkbox"/> Skill areas of focus: Functional Routines, Behavioural Self-Management, Play, Pre-Academics (Learning and Attention)
<p>Transition Coordinator (TC) Resources for Exceptional Children and Youth</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinates communication and collaboration between ETS team/family/school <input type="checkbox"/> Problem-solves barriers to accessing ETS program and/or school and assists in advocacy for school transition
<p>Peer Navigator (PN)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Provides direct emotional support to families through shared lived experience <input type="checkbox"/> Ensures family voice is heard <input type="checkbox"/> Provides family support throughout the ETS program and beyond



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 for up to the first 6 months following the start of school.
- The group-based program will be delivered by staff with knowledge in 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/Registered Behaviour Analyst.
- ETS focuses on developing the following six 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 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 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 member of the Consultation team (OT, SLP, BC/RBA), Transition Coordinator, and/or Clinical Manager.

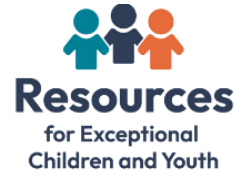


- Please note staff are not allowed to have a relationship (including social media) with client/caregiver(s) outside the service relationship provided.

Code of Conduct

Code of Conduct

- 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 Team is committed to a safe, supportive space for all families and staff. Professionalism and courtesy are mandatory standards of conduct within our program. We reserve the right to stop any engagement that compromises the safety or dignity of our team. Matters of misconduct, involving team members and/or caregivers, will be brought forward to leadership to ensure a respectful environment and to facilitate a constructive path forward.



Caregiver Responsibilities and Commitment

Caregiver Responsibilities

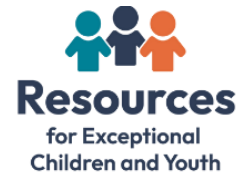
Caregivers are responsible for:

- Transporting their 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.
- **Late Pick-Up Policy:** Please be aware that parent/caregiver(s) and authorized emergency contact(s) will be contacted within 15 minutes of client pick-up time if they have not yet arrived. If a child has not been picked up for 1 hour beyond pick-up time, Children's Aid Society (CAS) will be contacted. Only parent/caregiver(s) or authorized emergency contact(s) may pick up a child. A one-time exception **can** be made for a parent/caregiver to give verbal consent that another individual will pick up the child, with photo identification. If this individual will be picking up the child again in the future, they should be added to the authorized emergency contact list. An authorized emergency contact **cannot** give verbal consent for another individual.
- Caregiver to be available for pick-up should their child become ill.
- Providing materials needed for participation in the program as requested (see below).
- Applying sunscreen prior to arrival in the spring & summer months
- 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

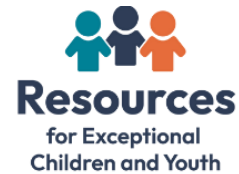
- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Daily snacks <input type="checkbox"/> Water bottle <input type="checkbox"/> Backpack <input type="checkbox"/> Extra clothing <input type="checkbox"/> Indoor shoes | <ul style="list-style-type: none"> <input type="checkbox"/> Diapers (if needed) <input type="checkbox"/> Wipes (if needed) <input type="checkbox"/> Diaper cream (if needed) <input type="checkbox"/> Weather appropriate clothing <input type="checkbox"/> One comfort item (if needed), must be in a labeled container for storage |
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Attendance Guidelines

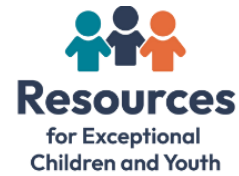
The following attendance guidelines help ensure the most effective and efficient service for your child.

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 until symptom free for 48 hours and follow current Public Health guidelines. This is to protect the health of our team members and other participants.
 - Please note, diarrhea is defined as having two or more loose or watery stools in a 24-hour period that are not consistent with your child's normal bowel pattern. Your child will be sent home immediately if a diarrhea episode is accompanied by signs of illness (e.g., fever, vomiting), if the diarrhea is excessive enough to cause soiling of clothing (outside of underwear), or if your child is unable to participate comfortably in activities.
3. If your child will not be attending on their scheduled day (due to illness or for any other reason), please let your team know by completing the ETS Client Attendance form **at least 24 hours** in advance, if possible.
4. Your child's participation in the program is important for their overall success. Prolonged absences (e.g., greater than 2 months) may result in a conversation with your consultant team to determine appropriateness for the program.
5. 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. The ETS team will inform families of any cancellations as soon as possible. Caregivers should ensure they have access to their phone and email to receive communication about potential cancellations for your child.
6. 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(s) 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. 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. Virtual services may be held via Google Meet/Microsoft Teams video conferencing platforms which are compliant with the standards of care under the Personal Health Information Protection Act ("PHIPA"). Additional consent will be sought if services will be delivered using this modality.
5. 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 contact a member of your ETS Team.
6. Please be aware that ETS staff will take whatever steps are necessary to obtain emergency medical care, if warranted. These steps may include, but are not limited to, the following:
 - Attempting to contact caregiver(s)
 - Attempting to contact emergency contact person
 - Calling an ambulance
 - Having client taken to the emergency department of the hospital



Next Steps

- If you have not already done so, please complete the [ETS Screening Tool](#) to ensure our clinical teams can best support your child.
- We encourage you to register your child for school as early as possible. If you require support to register, please reach out to your Transition Coordinator.
- Before program start:
 - You will receive a welcome email from your child's ETS team that will provide you with information relating to your chosen location.
 - You will be provided with access to a pre-recorded orientation for the Entry to School program's Group-Based Service Model. This can be found on the Grandview ETS website: <https://grandviewkids.ca/entry-to-school/>
 - You will be invited to a small group "meet and greet" with your ETS team at your location **prior to the start of the program.**