

## **St. Avila School Age Child Care Program Inclusion Policy**

### **Access**

St. Avila School Age Child Care Program is a licensed program for school age children that attend Ecole St. Avila<sup>1</sup>. We operate before and after school at Ecole St. Avila. Our goal is to provide a safe, secure, and enjoyable environment for all children.

The parent/guardian<sup>2</sup> of children with additional support needs have the same options that other parents have in regards to enrolling in our program. As families call, their name goes on a waiting list in the order we receive the call requesting to be added to the list. Families who have additional support needs have access to the same number of days and hours of attendance that is available to every family. The waiting list identifies children with additional support needs to ensure supports (if possible or available) are in place upon enrolment.

Our withdrawal procedure is also the same for all children and families. If a family decides to withdraw from our program, two weeks written notice is required. As well, as per our handbook, if a family or child is not able to follow the policies set by St. Avila School Age Program, or if a child is consistently hurting other children (physically or verbally) or hurting the property of another person or the school, we will have to dismiss the child from our program. The child would also have to withdraw if our program cannot adequately accommodate any additional support needs that may not have been disclosed at registration. We will use our discretion and work with the families to avoid this from happening, however, if it is necessary, two weeks written notice will be given.

### **Participation**

If there is a child with additional support needs, the programming, activities, and routines are modified and adapted to include all children. The staff will work with the parents to help with the inclusion of each child. We support and encourage all children to reach their potential. We believe that each child is unique, and in partnership with families, we are committed to meeting the developmental needs of all children in our program. We will try to modify aspects of the program to promote the full participation of all children in our care and we will try and adapt the environment as necessary to meet the needs of the children enrolled.

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<sup>1</sup> Currently, Ecole St. Avila is not wheel chair accessible and does not accommodate school age children with the need for diapering facilities.

<sup>2</sup> Parent/Guardian hereafter in this document refers to mom, dad, legal guardian, parents, and common-law partners.

Each child with additional support needs will have an individual program plan (IPP). This plan will be reviewed annually or as needed and may include the help of an outside agency. The staff at our program will work together at implementing each IPP.

True inclusion needs to encourage development of relationships among peers, a sense of belonging for all children and respect for dignity and equality. Children of all abilities learn from each other. Supports, when required, are provided in natural environments with peers so that all children can participate meaningfully. Opportunities are provided for children to play together so they develop relationships with others.

### **Support**

There is acknowledgement and respect for the priorities the family has for their child. Families are encouraged and supported to make decisions about intervention options. Parents are recognized for their understanding of their child. Professionals (staff or an outside agency) are recognized for their experience and knowledge of child development. When these partners work together and communicate openly, goals are set for the child and appropriate supports can be planned. The desires of the family, the needs, abilities and interests of the child and the knowledge of professionals are used to create the individual program plan.

If there is further training available that would benefit the child and the staff, then this is encouraged. We will encourage integration staff, and possibly other staff to attend and participate in training in order to understand and become skilled at using strategies and techniques to benefit the child/children with whom they are working. The integration staff will learn to use devices and equipment required by the child. Medical procedures required for each child will be taught to staff by a registered nurse or other health care professional.

The integration staff will conduct regular observations as related to the program and children they are working with. The staff will work to establish each child's individual objectives in the program activities and in the routines. The integration staff will identify, implement, and evaluate appropriate opportunities and strategies to allow children to interact without adult assistance.

Some children may attend our program and after continuous observation and communication with their family, be found in need of more support. Children may need to be assigned an integration worker after contacting the daycare coordinator and other agencies. If this situation should arise, our program will work with the family to help coordinate these additional support services.