



## **Individualized Support Plans and Inclusive Programming Policy and Procedure**

Creation date: October 11, 2016

Board Approval: January 25, 2017

Revised: March 5, 2020, November 1, 2023

### **Policy**

**This policy was developed to ensure that an up to date individualize support plan is in place for each child with special needs whose cognitive, physical, social emotional or communicative needs or whose needs relating to overall development, are of such a nature that additional supports are required for the child. The plan must be developed in consultation with a parent of the child, the child, (if appropriate for the child's age) and any regulated health professional or other person who works with the child in a capacity that would allow the person to help them inform the plan.**

How the staff at Orde Day Care will support the child to function and participate in a meaningful and purposeful manner

- A description of any support or aids or adaptations or modifications to the physical, social and learning environment that are necessary to achieve this success
- Instructions relating the child's use of supports or aids

### **Procedure:**

- All individualized plans must be developed in consultation with the parent, child (if appropriate) and a regulated health care professional and signed by those who participated in the making of the plan
- Program plans must reflect the individualized support plan for each child with special needs
- Staff will document observations, and use these observations to gain a better understanding of the child.
- Knowledge gained from this documentation is used to create environments and experiences that best support the learning and development of the child and can be used to update the individualized support plan

### **Confidentiality:**

- Information about a child's individual support needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons (e.g., to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).



## **Policy and Procedure Review**

The **Individual Support Plans and Inclusive Programming Policy and Procedure** will be reviewed and signed off by all employees before commencing employment, annually, and at any time changes are made.

I acknowledge receipt of Orde Day Care's **Individual Support Plans and Inclusive Programming Policy and Procedure**. I understand it is my responsibility to read, understand, and comply with the **Individual Support Plans and Inclusive Programming Policy and Procedure**.

I understand that if I have questions, at any time, regarding the **Individual Support Plans and Inclusive Programming Policy and Procedure**, I will consult with my immediate supervisor. Please read the **Individual Support Plans and Inclusive Programming Policy and Procedure** carefully to ensure that you understand the policy before signing this document

Staff Name:	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: