



**GENERAL MANUAL POLICY**

APPROVED BY:

**Executive Director**

CATEGORY: W.J. Griffis Children's Centre

TOPIC: Individual Support Plan

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**POLICY**

It is the policy of the W. J. Griffis Children's Centre to work as a team with the child, the family, and other professionals to develop, implement and evaluate an individual support plan for a child attending the Montessori program. Families can choose to work with the resource teachers from Children's Centre Thunder Bay.

Ontario Regulation 137/15 ss. 52

- (1) Every licensee shall ensure that an up-to-date individualized support plan is in place for each child with special needs who receives child care at a child care centre it operates, and that the plan includes,
  - a) A description of how the child care centre will support the child to function and participate in a meaningful and purposeful manner while the child is in the care of the centre
  - b) A description any supports or aids, or adaptations or other modifications to the physical, social and learning environment that are necessary to achieve clause (a); and
  - c) Instructions relating to the child's use of the supports or aids referred to in clause (b) or, if necessary, the child's use of or interaction with the adapted or modified environment
- (2) The plan referred to in subsection (1) 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 inform the plan.
- (3) Every licensee of an integrated child care centre shall ensure that the program of the child care center is so structured that,



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- a) It will accommodate the individualized support plan of each child with special needs referred to in subsection (1);
- b) The program is appropriate for the ages and developmental levels of the children with special needs receiving child care in the child care centre; and
- c) The program is inclusive of all children

**PURPOSE**

This is to ensure that the family determines the goals that are set for their child's individual support plan, along with the staffing team, and any other professionals who may be involved.

**PROCEDURE**

1. Families will determine the goals that are set for their child.
2. A meeting or series of meetings will be held with the family, one of the child's teachers at the Centre, and any other professionals who may be involved. If the family chooses to work with a resource teacher, then the family may authorize the RT to act as lead.
3. These meetings may occur before the child begins at the Griffis Centre, or after the child has become comfortable with the program and staff.
4. A formal and informal communication plan will be established according to the family's needs and wishes.
5. An individual support plan will be developed at the very least, annually, but should be modified as changes occur.
6. The staffing team will implement the goals, log and report on the results.
7. Any supports, aids, adaptations or modifications to assist the child will be used in the program for the benefit of the child
8. The Montessori materials and activities in each classroom are multi-use and multi-leveled, so that they are naturally inclusive to children of all skills and abilities.

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9. The Griffis Centre supports the development of personal outcomes for families with young children and a vision of their child for the future. The process to develop or determine the outcomes is one that requires delicacy, an understanding of the process, and a respectful manner. If a resource teacher from Children's Centre Thunder Bay (CCTB) is involved, she will be invited to participate in this process.
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