

Policies and Procedures Manual	
Individualized Support Plan	

Policy

Centre's Name will ensure that an updated individualized support plan (ISP) is in place for each child with special needs enrolled and will ensure that the program of the child care centre is structured so that it will accommodate the individualized support plan of each child with special needs while ensuring that the program is inclusive of all children.

Procedure

1. A child with special needs is defined by the Child Care and Early Years Act Reg. 137/15, Part 1;1(1) as "a child 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".
2. If a special need is identified during the course of enrollment or during the child's tenure with the centre, the parent/guardian will be informed about the Individualized Support Plan (ISP) policy of the centre.
3. If the parent/guardian's verbal agreement, the ISP process will be initiated.
4. If the parent/guardian does not consent to have an ISP in place, the parent/guardian will sign the "Consent for the Refusal to the Development of an Individualized Support Plan". This will be housed in the child's record and the parents' rights will be respected.
5. In preparation for the ISP Meeting, the designated RECE and Supervisor **and/or Program Director** will review available records, program observations and documentations to identify the child's strengths and needs. This information will be shared with the ISP team at the meeting.
6. A meeting will be scheduled with the parent/guardian. An invitation to attend the meeting, with parental consent, will be provided to 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 (Reg 52(2)).
7. The parent/guardian, in conjunction with centre staff, will complete the initial ISP form.

8. The plan will include (as per Reg. 52(1)):

- a) A description of how the childcare 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 or provider.

This may include a descriptive statement of what meaningful and purposeful participation will be for the child that confirms the child care's commitment to this goal.

For Example: Maddie will have the opportunity to display her strengths and interests while engaging in all aspects of the learning environment supported by the staff of the child care centre utilizing the support, aids, adaptations and modifications outlined in her ISP to facilitate belonging, well-being, engagement and expression.

- b) A description of any support or aids, or adaptations or other modifications to the physical, social, and learning environment that are necessary to achieve clause (a); and

This may include but is not limited to environmental supports (physical space, programming activities, and transitions), staffing supports (training, attitudes and perceptions) and skill building (supervision, mentoring, modelling).

- 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.

9. The plan will be signed by the parent/guardian of the child to indicate their participation in the plan.

10. Plans will be reviewed by the Executive Director / Program Manager at the time of site visit, if they are not in attendance at the initial meeting.

11. The plan will be housed in the child's file as per the centre's record keeping policy.

12. The strategies identified on the plan will be imbedded into the room programming. Information from the plan may be utilized in documentation posted in the room without identifying information.

13. If requested, a copy of the plan may be provided to a service provider with parent/guardian written consent.

14. The plan will be reviewed at one (1) month and six (6) months from the date of the ISP Planning meeting for every child that is 0 – 3.8 years in age. All Kindergarten / School Age ISP's will be reviewed as required, but no less than annually and will involve the School Age child, when deemed appropriate.
15. The childcare centre staff will implement the individualized support plan of each child with special needs.

In addition to this policy, please refer to the Inclusion policy within the Policies and Procedures Manual.