

Centennial Infant and Child Centre

CATEGORY: Policies and Procedures

DATE: July 2015

SUBJECT: Access and Equity

APPROVED BY: Barb Hannah, Executive Director



UPDATED: December 15, 2016

Access and Equity Policy

Mission Statement

Centennial Infant and Child Centre strengthens families and their young children with special needs to develop the confidence and skills for the best start in life.

Philosophy

Centennial Infant and Child Centre helps children with special needs begin to learn strategies which will help them to develop and function as independently as possible in society. Staff and families set goals through which these strategies will be achieved. All aspects of a child's development are considered. We believe the goals are best accomplished through an individualized program. In our preschool this is enhanced with a one-to-one adult/child ratio and with the inclusion of typically developing children.

We work directly with families to lend emotional support and to encourage the optimal development of each child. This is an on-going process in which the staff and the family learn from each other.

Policy

As reflected in our Mission Statement and Philosophy, inclusionary practices will be incorporated into all aspects of the preschool program at Centennial Infant and Child Centre to ensure that all children have the opportunity to reach their full potential.

What is Inclusion?

Child care inclusion means that all children can attend and benefit from the same child care programs. Inclusion as a core principal in a pan-Canadian Child care system would eliminate any exclusion based on disability and would go beyond non-discrimination – assuring that children with disabilities get the supports they need to benefit from child care. The principal of inclusion fully incorporates basic value that promote and advance participation, friendship and a celebration of diversity. (Child Care Advocacy Association of Canada definition).

Centennial Infant and Child Centre

CATEGORY: Policies and Procedures

DATE: July 2015

SUBJECT: Access and Equity

APPROVED BY: Barb Hannah, Executive Director



UPDATED: December 15, 2016

Special Needs is defined as:

Children who, due to emotional, familial, physical, behavioural, developmental, cognitive, communicative or emotional factors, are at risk of not maximizing their potential. Special needs encompasses children who require support and assistance with daily living, whether formally diagnosed or not, and whether a diagnosis is short or long term in nature. (Ontario Municipal Social Services Association definition).

Procedure:

1. Human Resources

- Centennial Infant and Child Centre's hiring process supports the Centre's Inclusion/Access and Equity Policy.
- All staff, volunteers and students understand and agree with inclusion practices
- Board recruitment involves electing members who understand and support inclusion practices
- Staff and volunteers review and sign off on Inclusion/Access & Equity Policy on annual bases.

2. Training

- All Staff to receive an orientation to the Inclusion/Access and Equity Policy and receive ongoing training to further develop their skills in supporting children with special needs.

3. Programming

- Staff will adapt the environment and individual programming for each child to ensure full inclusion in every aspect of the program.

4. Confidentiality

- All information pertaining to individual children and their families must be kept in the strictest confidence.

Centennial Infant and Child Centre

CATEGORY: Policies and Procedures

DATE: July 2015

SUBJECT: Access and Equity

APPROVED BY: Barb Hannah, Executive Director



UPDATED: December 15, 2016

- The importance of maintaining confidentiality to be reviewed on regular basis with all staff, volunteers and students at Centennial Infant and Child Centre.
- Prior to any information being shared with outside agencies, schools and professionals informed consent will be obtained from the parents/guardians.
- All Documentation of consent to share information will be kept in the child's file at the centre.

5. Partnerships

- The centre will foster partnerships and work collaboratively with families and community supports in order to meet the needs of the children.
- The centre, with parental/guardian consent will make referrals for appropriate supports (i.e. Speech and Language Services, Occupational Therapy) to ensure children obtain all the supports/services they need.

6. Admission/Registration

- All families interested in registering their child at Centennial will be dealt with in a fair and equitable manner
- Admission procedures are followed for all families. This includes sharing centre policies such as the Access and Equity Policy, Anti Racism/Ethnic Policy, Withdrawal, Behaviour Management, Health Policies, Child Abuse and Attendance Policies.

7. Transitions

- Each family will have a team meeting at CICC prior to starting preschool. At this time a planned transition to school will be discussed.
- Children will be placed in a classroom with their age appropriate peers.

8. Withdrawal

If the program is having difficulty meeting the child's needs, the program will ensure:

Centennial Infant and Child Centre

CATEGORY: Policies and Procedures

DATE: July 2015

SUBJECT: Access and Equity

APPROVED BY: Barb Hannah, Executive Director



UPDATED: December 15, 2016

- All families asked to withdraw from the centre are dealt with in a fair and equitable manner.
- Notice of withdrawal is consistent with the Withdrawal Policy of the program and is the same for all children.
- Reasonable care has been taken in assessing the child's needs, including the program's ability to support those needs.
- Special needs resources and other outside agency supports have been exhausted prior to notice of withdrawal.

Accountability:

- The child care program will review its Inclusion/Access & Equity Policy and procedures regularly to ensure it is current with respect to language and legislation.
- The policy will be reviewed and signed off by current board members/operators.
- The child care program will include Inclusion/Access & Equity Policy in its parent handbook.

This Access and Equity policy will be reviewed with staff, volunteers and students upon employment and at least annually thereafter.