


Centennial Infant and Child Centre

CATEGORY:	Child Care and Early Years Act 2014	DATE:	Sept. 2016
SUBJECT:	Individual Program Plan		
APPROVED BY:	Barb Hannah, Executive Director		
UPDATED:	July 24 2017		

Individual Program Plans

An Individual Program Plan (IPP) is an “action plan” developed for a child with identified special needs in CICC’s Preschool Program. The plan is developed in collaboration with a child’s parents, classroom teachers and specialists which may include CICC’s Physiotherapist, Occupational Therapist and Speech and Language Pathologist. Input may also be provided by a child’s doctor particularly in the case of an emergency plan and medication administration. A child’s appointed classroom teacher is responsible for developing and updating a child’s IPP.


A child’s IPP is developed during the first 4-6 weeks in the preschool. All staff, volunteers and students will complete an IPP Review Confirmation form which includes a list of all the children currently enrolled at the centre who have an IPP during the times they are working. All staff, volunteers and students will complete an IPP Review Confirmation form when they Commence Employment at CICC or Commence an Educational Placement at CICC or Commence Volunteering at CICC and annually thereafter. In addition to an annual review of all IPP’s, all staff, volunteers and students will review and complete an IPP Review Confirmation form each time there is a change to a child’s IPP. IPP Review Confirmation forms will be kept in staff, volunteer and student personnel files at CICC.

When a child’s IPP is complete or a change made to an existing IPP, parents will be asked to review and complete a Parent Consent & Review form. This form will also be signed off by the classroom teacher responsible for writing the IPP. A copy of this form will be kept in the child’s IPP in the classroom and in the child’s client file.

IPP’s are kept in the classroom in a binder in a child’s assigned cubby. A copy is also kept in child’s client file and a copy is provided to the child’s parent. With support from volunteers and students, teachers are responsible for implementing a child’s IPP.

At the beginning of each day volunteers and students are asked to review the IPP of the child they are providing 1-1 support to.

Centennial Infant and Child Centre

CATEGORY:	Child Care and Early Years Act 2014	DATE:	Sept. 2016
SUBJECT:	Individual Program Plan		
APPROVED BY:	Barb Hannah, Executive Director		
UPDATED:	July 24 2017		

Individual Program Plans include:

- Pertinent information regarding a child's special needs (i.e. diagnosis)
- A review of each child's development: Communication, Motor Skills, Cognition, Self Help, Social Emotional and Sensory
- Developmental goals in the areas of need identified by parents and staff
- Children with specific Gross Motor needs will have an additional plan developed by CICC's Physiotherapist.
- An emergency plan if applicable.

Managing Children's Health Emergency Plans

If a child has an identified health condition that may require emergency attention, a **Child Health Care Plan** will be developed prior to the child's start date. This plan will be developed with collaboration between parents and CICC staff. Training by parent or medical professional will be requested by Centre Manager if needed. Health conditions may include Seizure Disorder; Asthma; Diabetes; Allergies; G-tube feeding etc.

Parents will be asked to provide information pertaining to the child's health, diagnosis, medical needs, medications, allergies, specific procedure or daily care needs, signs and symptoms of an emergency and action required, their child's doctor's name, address and phone number, emergency contact names and phone numbers.

Parent will review and sign off on emergency plan developed by centre staff. Emergency plans will be posted in all rooms the child uses at the school. A copy of this emergency will be placed in the child's Individual Program Plan binder.