



Co-operative Nursery and Preschool

INDIVIDUALISED SUPPORT PLAN FOR SPECIAL NEEDS

Lansing Cooperative Nursery School 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 our center 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 enrolment or during the child's tenure with Lansing, the family will be informed about the Individualized Support Plan policy of the Centre.
3. With the family's verbal agreement, the Individualized Support Plan process will be initiated.
4. If the family does not consent to have an Individualized Support Plan in place, the parent or guardian will sign the 'Consent for the Refusal to the Development of an Individualized Support Plan' form. This will be kept in the child's record and the family's rights will be respected.
5. In preparation for the Individualized Support Plan Meeting, the designated RECE and Director will review available records, program observations and documentations to identify the child's strengths and needs. This information will be shared with the Individualized Support Plan team at the meeting.
6. A meeting will be scheduled with the family and an invitation to attend the meeting (with the family's 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. The school will also seek approval from the family to connect them to Lansing's assigned Special Needs Resource contact person who can provide support to the program for individual children with extra support needs through observations, screenings, adaptations and strategies, service coordination and referrals.
7. The family, in conjunction with Lansing staff and Resource contact, will complete the initial Individualized Support Plan form. All individuals who have participated in the development of the Individualized Support Plan (including the family) are listed in the plan and/or have signed it.



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8. The plan will include (as per Reg. 52(1)):
- A description of how Lansing will support the child to function and participate in a meaningful and purposeful manner while the child is in the care of the Centre. 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.
 - A description of any support or aids, or adaptations or other modifications to the physical, social, and learning environment that are necessary to build skills.
 - 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.
 - The plan will be signed by the family of the child to indicate their participation in the plan.
 - The Individualized Support Plan for each child will be reviewed with all staff.
 - The plan will be kept in the child's file as per Lansing's record keeping policy.
 - Lansing's programming is appropriate for the ages and developmental levels of the children with special needs receiving care at the Centre and is inclusive of all children. The strategies identified on the Individualized Support Plan will be imbedded into the Centre programming and changes to the programming will be made as necessary.
 - Lansing staff will implement the Individualized Support Plan of each child with special needs.
 - If requested, a copy of the plan may be provided to a service provider with the family's written consent.



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Consent for the Refusal to the Development of an Individualized Support Plan

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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. The plan will include (Child Care and Early Years Act, Reg. 52(1)):
 - A description of how Lansing will support the child to function and participate in a meaningful and purposeful manner while the child is in the care of the center.
 - 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
 - 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.

I/We _____
(Name of parent or guardian or individual)

have read the above information and **decline** the development of an Individualized Support Plan for my child

(Name of child)

(Signature of parent or guardian or individual)

Date

(Signature on behalf of Lansing)

Date



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Authorization for Release of Information

I/We

_____ of
(Parent or Guardian Name)

(Address)

consent to the disclosure, transmittal, or examination of information in regard to developmental concerns regarding

(Child's Name)

(Date of Birth)

I/we hereby authorize communication between personnel of Lansing

AND

(Name of Agency/Individual)

The purpose of this disclosure is to assist in the development and well-being of the above-named child in the inclusive program at Lansing.

Unless otherwise noted, this authorization is valid for the length of time my child is enrolled at Lansing Co-operative Nursery School.

Once your child has been withdrawn from the Lansing, this authorization becomes null and void.

(Signature of parent or guardian or individual)

Date

(Signature on behalf of Lansing)

Date



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Early Learning Individual Support Plan *(sample)*

Child's name: Date of birth:

Caregiver's name:

RECE's name: Supervisor's name:

Date of plan /revisions

Who participated?
(staff and agency name)

Child's profile:

Child's strengths and interests

Areas that team wants to focus on

Area of developmental focus	Goal pertaining to child's need	Possible activities or routine and/or equipment or support focus area or developmental growth	How to use supports or aids	Who will be involved?
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