



## *Intensive TLC*

*See their potential...*

*...Inspire their journey*

## **2018 Handbook**

301 Colborne St., E., Whitby, ON L1N 1W3  
Phone: 905-430-7119 Fax: 905-430-4811

**TLC4U.ca**

## **Vision Statement**

***See their potential  
... Inspire their journey***

## **Mission Statement**

***Intensive TLC inspires learning and teaching through social-communication.***

## **Introduction**

**Intensive TLC** offers a year-round educational intervention program for preschoolers (18 months to 6 years of age) with speech, language, literacy, learning, and/or social-communication delays who may have unique physical, sensory and/or developmental considerations.

We combine sound clinical and educational practices with innovative techniques which are reflective of the principles embodied in How Does Learning Happens and ELECT. We recognize that open communication and team work with each child's family and community partners is integral. We have an open-door policy.

We support collaboration and information sharing through screenings, ongoing evaluation, communication binders, progress reports and conversations. Each child will have a Individual Education and Service Plan (IESP) carefully designed and reviewed, with input from family, community partners and staff members, to maximize his/her learning potential and enhance the development of his/her skills in naturalistic contexts.

**Intensive TLC's** educational intervention program challenges each student's abilities while offering the flexibility to support his/her learning needs.

Our objectives are to:

- ✓ nurture each child's curiosity through active learning
- ✓ support their exploration of the learning environment
- ✓ empower each student to develop a learning style which is unique and successful,
- ✓ foster the development of each student's speech, language, literacy, and social-communication skills as he/she progresses academically.

## **Educational Team**

Your child's teachers include highly qualified Registered Early Childhood Educators (RECE), Communicative Disorders Assistants (CDA), and dedicated assistants. Each child's program is supervised by a registered Speech-Language Pathologist (SLP).

We believe in and support the value of continuous professional learning which enables us to remain abreast of and incorporate evolving pedagogical theories.

Each staff member maintains a valid criminal reference check, including vulnerable sector check, CPR/First Aid and is conversant with our program, policies, and procedures. We review staff's professional performance and compliance annually.

## **Volunteers, Students and Interns**

Part of our mandate is to educate and mentor future professionals in related fields. As such, Intensive TLC and Talking Language and Communication Inc. have numerous teaching affiliations with high schools, Colleges and Universities world-wide. Throughout the year, we will have volunteers, students and interns working with us and engaging with your children on a regular basis. No volunteer, student or intern will be included in staffing ratios. No volunteer, student or intern will have unsupervised access to any child. Volunteers, students and interns are required to adhere to all of our Centre's policies and procedures.

## **Facilities**

**Intensive TLC** is located in a century home, on approximately an acre of property with a large play area and mature trees. We are at **301 Colborne St., E., Whitby**, which is conveniently situated just east of Brock St., Whitby,

between highways 2 and 401. We have ample drop-off/pick-up parking. Our century home and large playground are wheelchair, walker and stroller friendly.

Our program and facilities are licensed and inspected by the Ministry of Education, Town of Whitby, Fire Department, and Health Department. Our program is approved by the Region of Durham to accept childcare subsidy payments.

## Curriculum

In keeping with the Ministry of Education's framework, Early Learning for Every Child Today (ELECT), our programming assist your child to develop their:

- **perceptual skills** (sight, hearing, touch, taste and smell; personal awareness and coordination; musical interests)
- **play skills** (e.g., exploratory, functional, and symbolic use of toys; parallel and interactive play strategies; gross and fine motor development)
- **social skills** (e.g., gaining and maintaining eye-contact; turn taking and waiting; initiation, requesting and commenting; topic maintenance and expansion; self-regulation)
- **life skills** (e.g., toilet training; independence in feeding and dressing)
- **communication skills** (e.g., use of augmentative communication strategies such as sign language, PECS, core boards, picsyms, etc...; listener empathy; conversational repair strategies)
- **language skills** (e.g., vocabulary development; grammatical development)
- **oral-motor and speech skills**
- **academic readiness skills** (e.g., participating during classroom routines, circle time and group-based activities; (pre)printing; early literacy skills from print and book awareness to the development of early phonics skills and/or whole-word vocabularies; time lines, temporal concepts, sequencing and patterning; categorization; numerical concepts).

While in attendance, each child receives intensive speech-language pathology services and academic instruction designed to blend a language- and literacy-rich learning environment with a total communication approach (e.g., sign-language, picture communication). Children participate in stimulating one-to-one, very small group and whole group activities. Your child's day will incorporate active indoor and outdoor play. Rest and quiet times will be incorporated, as needed.

## **Off-site Outings**

Occasionally, the children may participate in off-site community outings, such as nature and science walks. During these outings, staff ratios will be maintained or increased. Children may ride in wagons or walk in small, supervised groups. Parental/guardian consent forms to be signed are enclosed in the registration package.

## **Your Feedback is Welcomed**

From time to time, Parents, Guardians and/or Community Partners may have questions and/or concerns that they may wish to share concerning a staff member, intern, or volunteer; service; the maintenance of the premises; or other matter. A Parent, Guardian or Community Partner is free to discuss any question or concern with any staff member, the Supervisor or the Owner. If the staff member is unfamiliar with the issue or feels that the issue is beyond the scope of their role or knowledge, then they will refer the topic to the Supervisor or Owner for consideration.

Some helpful guidelines include:

- If the concern or issue is directly related to a program room (e.g. addressed directly with the program staff).
- If the concern is regarding a staff member (e.g. addressed with the Supervisor).
- If the concern is regarding the supervisor (e.g. addressed with the Owner).
- If the concern is related to an allegation of abuse (e.g. address the concern with the Supervisor/Owner to determine if the Children's Aid Society should be contacted).

Responses will be provided to Parents, Guardians and/or Community Partners in a timely manner. We will endeavour to respond verbally or in writing within 24-48 hours.

## **Waitlist**

From time to time it may be necessary for ITLC to manage a waitlist. No family shall pay a fee to remain on a waitlist. Any parent/guardian is welcome to verify their status on the waitlist.

## Tuition

Tuition is due on the **first** of each month and must be paid with 12 post-dated cheques. Regular tuition applies during your child's absence; including summer vacations.

Attendance	Monthly Tuition	Treatment Sessions per <u>Week</u>
5 full days	\$1135	3 individual sessions
4 full days	\$985	2 individual sessions
3 full days	\$750	2 individual sessions
2 full days	\$500	1 individual session
5 half days	\$575	2 individual sessions
4 half days	\$500	1 individual session
3 half days	\$355	1 individual session
2 half days	\$275	1 individual session, based on availability

= for a nominal fee children attending half days may be included in lunches

### Fees include:

- ~ initial placement screening
- ~ the development and review of your child's Individual Service Plan
- ~ therapy sessions with a Communicative Disorders Assistant
- ~ nutritious lunches and snacks in keeping with Health Canada guidelines (sample menu is available on line at [TLC4U.ca](http://TLC4U.ca)).

### Fees do not include:

- ~ additional therapy which a family may wish to offer their child
- ~ one-to-one enhanced staffing or educational support
- ~ intensive applied behavioural interventions (i.e., ABA or IBI)
- ~ field trips.

# **General Information**

## **Hours of Operation**

Children may attend full-, half- or alternate-day programs.

- daily 9:00 a.m. to 3:00 p.m.
- mornings 9:00 a.m. to 11:30 p.m.
- afternoons 12:30 p.m. to 3:00 p.m.

## **Commencement of Classes**

All students are to be accompanied to their class by a parent or guardian. The attending staff is to be notified of your child's arrival. Students are expected to be in their classrooms for 9:15 a.m. No students will be admitted to class prior to 9:00 a.m. for morning attendees or 12:30 p.m. for afternoon attendees.

## **Dismissal from Classes**

Students will be dismissed promptly at 11:30 a.m. or 3:00 p.m.; earlier pick-up times are to be arranged with your child's teacher. Parents and guardians are asked to wait for their child to be dismissed from their classroom. Please do not walk into your child's classroom as it disrupts the program and disturbs the children.

At no time will a student be allowed to leave the school grounds unless accompanied by a parent or guardian. No child may leave the school with anyone who has not been identified as a guardian by his/her parent(s), unless the school has been notified in writing and proper identification has been produced.

**We will ask every unfamiliar adult to show us photo identification in order to verify their identity prior to releasing a child into their care.**

## Health, Illness and Absences

In order to maintain a healthy and safe environment for the children and staff, the following policies, in keeping with the Public Health Act, must be adhered to by all families:

**Please call 905-430-7119, as early as possible, if your child will be late arriving or not attending, for whatever reason, each day.**

While we endeavor to maintain a safe environment, in the event of an accident which requires medical attention, you will be notified, as soon as possible, of the situation. You may be called and asked to pick-up your child, or to meet one of our staff members at a designated hospital.

You will be notified if your child becomes unusually irritable, fussy or restless. As this can indicate that your child may be developing an illness. Consequently, you may be requested to arrange for an early pick-up and/or a doctor's appointment.

If your child develops any of the following symptoms during the day, he/she will be considered ill. You will be notified and asked to pick-up your child **immediately**:

- ✓ diarrhea
- ✓ vomiting
- ✓ fever (more than 38°C or 100°F)
- ✓ red and/or runny eyes
- ✓ unexplained or untreated rashes (including chicken pox)
- ✓ extreme colds (thick, coloured mucous from the nose and/or mouth)
- ✓ head lice and nits

**In keeping with guidelines established by the Public Health Department of Durham Region, your child will not be allowed to return to school until he/she is symptom free and/or has been on prescription medication for at least 48 hours. A medical certificate may be requested prior to their return to school.**



If your child develops an illness during the day and is waiting to be picked-up, we will make every effort to comfort him/her. When your child returns to school, it is expected that he/she will be able to participate fully in all aspects of his/her program, including outdoor play.

**Our school is a small community. Many of our children are highly susceptible to illnesses. Our staff works in close physical proximity with all children. PLEASE consider the health of your child, his/her classmates and our staff when deciding whether or not your child should be coming or returning to school!!!**

**All children need to be healthy to learn and benefit from instruction.**

## **Medication**

If your child requires prescription medication, his/her medication is to be in its original, labeled container. It is your responsibility to ensure that the medication is given to a staff member so that it can be placed in the locked medication box (except Epipens and other emergency medications). **You must also complete the Medication Administration Form**, indicating the child's name, the name of the medication, the amount of medication to be administered, the time of administration, and the route/method of administration, etc...

If your child requires episodic or long-term use of a prescription medication, then a letter of instruction from you will be filed in the Medication Logbook. This letter will be reviewed quarterly.

Staff will not administer non-prescription medications of any type, unless you have provided a doctor's note (which is only valid for a maximum of three months) indicating that the non-prescription medication is essential, the name of the medication and administration instructions. You will be notified if the condition for which the non-prescription medication was intended does not improve or if the condition worsens.

## **Immunizations**

Your child must be immunized according to the Ontario Ministry of Health regulations. The Public Health Department checks immunization records, therefore, a copy of your child's immunization records will be required.

If you have chosen not to have your child immunized, then appropriate documentation is required.

## **Behaviour Management Practices**

We strive to develop and maintain a loving, supportive and safe environment for your child to learn in and learn from. Therefore, we are not only generous with our affection and praise, but we will also establish and adhere to acceptable standards of behaviour. These behavioural expectations will ultimately ensure your child's safety, as well as the safety of his/her classmates and their educators. Your child will not be disciplined for failing to meet a developmental objective.

Under no circumstance will any form of prohibited practices be tolerated. This includes:

- corporal punishment
- inflicting bodily harm, including force feeding or drinking
- physical restraint
- locking of exist for the purpose of confining a child in an area or room without supervision
- use of inappropriate verbiage
- depriving a child of basic needs
- lack of supervision

Your child will be:

- provided with verbal and visual supports
- supported in the development and practice of appropriate behaviours
- encouraged and praised for desired behaviours
- provided choices whenever possible
- forewarned of changes in routine and expectations
- have behavioural expectations explained
- empowered to understand their own identity and the ability to self-regulate

We address inappropriate behaviours by:

- setting reasonable expectations for each child according to his/her abilities

and needs

- anticipating problems and intervening positively before they occur
- using positive statements to clearly convey to a child what is expected of him/her
- redirecting him/her to engage in acceptable behavioural alternatives
- implementing child guidance techniques as soon as an inappropriate behaviour is observed
- supporting a child while he/she experience and respond to the natural consequences of his/her behaviour and/or choices
- assisting a child to identify and understand problems, feelings, consequences, how to make positive decisions and identify acceptable alternative behaviours

If your child is involved, we will ensure his or her safety first. Subsequently, appropriate steps will be undertaken to discuss the situation to your child, explore acceptable options which he/she may have implemented in order to avoid or diffuse the situation (or similar situations in the future) and ensure apologizes and amends are made, where possible.

## School Closures

Please refer to the Annual Calendar of Events posted online at [TLC4U.ca](http://TLC4U.ca) for the specific dates of holidays and/or events.

Regular fees will apply during these days.

### Foul Weather

In the event of an emergency cancellation of services, such as severe weather conditions, we will change the message on the **website's - Weather Center - ([TLC4u.ca](http://TLC4u.ca))**, by 7:00 a.m., to specify that the school will be closed on a particular day.

As with statutory holidays, regular tuition will apply on these days.

### Disaster Plans

In the event of a situation requiring your child to be evacuated from the school, your child will be brought to the house adjacent:

205 Athol St.,  
Whitby, ON  
L1N 3Z3

In the event that the entire neighborhood is involved, we will defer to the agencies in charge.

In any event, you will be notified of your child's whereabouts, the contingency plans in place, plans for resumption of services and support strategies/resources, as soon as your child's safety and well-being have been ensured and the necessary steps have been taken to remedy the situation.

# Registration Form

☐ full days - 2 3 4 5 circle: M T W Th F

☐ half days - 2 3 4 5 circle: M T W Th F am / pm

admission date: \_\_\_\_\_ withdrawal date: \_\_\_\_\_

## Child's

Name	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth	Age
Address	Phone #

## Family

☐ Mother ☐ Father ☐ Guardian ☐ Other

Name	
Occupation	
Work#	Cell#
email	

☐ Mother ☐ Father ☐ Guardian ☐ Other

Name	
Occupation	
Work#	Cell#
email	

Marital Status: ☐ Married ☐ Single ☐ Separated ☐ Divorced ☐ Common Law ☐ Other

Others in Household
---------------------

Languages spoken at home
--------------------------

## Emergency Contacts (names, relationships and phone numbers)


## Release to (names and relationships)


## Medical History

Health Card	Version
-------------	---------

Symptoms of ill health

Family Doctor	Phone#
Address	
Pediatrician	Phone#
Address	

Medical diagnosis or condition(s) <input type="checkbox"/> no <input type="checkbox"/> yes - please provide details

Does your child taking any medications or supplements? <input type="checkbox"/> no <input type="checkbox"/> yes - please list

## Feeding and swallowing history

How was your child fed? <input type="checkbox"/> breast for            months and/or <input type="checkbox"/> bottle for months
Did your child have excessive <input type="checkbox"/> drooling <input type="checkbox"/> choking <input type="checkbox"/> gagging <input type="checkbox"/> reflux <input type="checkbox"/> vomiting
Does your child currently have concerns with : <input type="checkbox"/> drooling <input type="checkbox"/> choking <input type="checkbox"/> gagging <input type="checkbox"/> reflux <input type="checkbox"/> vomiting
Did/does your child have concerns with eating? baby foods <input type="checkbox"/> no <input type="checkbox"/> yes -
Junior foods <input type="checkbox"/> no <input type="checkbox"/> yes -
Finger foods <input type="checkbox"/> no <input type="checkbox"/> yes -
Table foods <input type="checkbox"/> no <input type="checkbox"/> yes -

My child like to eat:	My child does NOT like to eat:

### Sight

Has your child's eyesight ever been tested <input type="checkbox"/> no <input type="checkbox"/> yes
By whom and when?
Results?

### Hearing

Has your child ever had an ear infection? <input type="checkbox"/> no <input type="checkbox"/> yes - how many?
Has your child ever had tubes? <input type="checkbox"/> no <input type="checkbox"/> yes - how many?
Who is your child ENT?
Has your child's hearing ever been tested? <input type="checkbox"/> no <input type="checkbox"/> yes
By whom and when?
Hearing sensitivity is within normal limits? <input type="checkbox"/> yes <input type="checkbox"/> no - please provide audiogram <input type="checkbox"/> both ears <input type="checkbox"/> better ear
Middle ear function is within normal limits? Left <input type="checkbox"/> yes <input type="checkbox"/> no   right <input type="checkbox"/> yes <input type="checkbox"/> no

### Developmental history

Prenatal concerns? <input type="checkbox"/> no <input type="checkbox"/> yes - explain
Birth related concerns? <input type="checkbox"/> no <input type="checkbox"/> yes - explain
Post-natal concerns? <input type="checkbox"/> no <input type="checkbox"/> yes - explain

Were you concerned regarding when your child met their milestones? ☐ no   ☐ yes  
At what age did your child:

Sit unsupported	Use first words
Crawl	Two word combinations
Walk	Phrases

Is there anything else we should know about your child, your goals, expectations or the concerns that have brought you to our services?


### Community Services

Service	Contact	Consent to exchange information	refer
Infant development			
Resources FEC			
D. Behavior Management			
Daycare			
School			
Grandview			
CCAC			
Lakeridge Health			

### Alternative/Part-time Preschool or School

Name			
Address			
Phone #			
Grade			Teacher
IPRC	<input type="checkbox"/> no	<input type="checkbox"/> yes - identification	
IEP	<input type="checkbox"/> no	<input type="checkbox"/> yes - <input type="checkbox"/> accommodations	<input type="checkbox"/> modified curriculum

### Community Resources

	has	needs
Child Disability Tax Credit		
Assistance for Children with Severe Disabilities (ACSD)		
Special Services at Home		
Funding sources - Jennifer Ashleigh Foundation - For the Love of a Child - Precious Minds		
Durham Region Subsidy		



**Summary of the terms of enrollment:**

1. Monthly tuition fees are payable on the first day of each month. Please enclose 12 post-dated cheques with your enrollment application.
2. A late fee of \$25 per week will apply for monthly payments which are not received on or before the first day of a given month.
3. Fees are based on a 12 month school year. Should you choose to take additional holidays, regular fees will apply during your child's absence; this includes summer vacations.
4. Considerations for the payment of annual fees in full and the enrollment of multiple family members may be discussed with the Director.
5. NSF cheques are subject to a \$30 service fee, plus bank charges.
6. All new students are accepted on a four week trial basis. If during this period, the parent(s) or teacher(s) feel that your child is not adapting to the school environment, given reasonable efforts by all involved, then your child will be withdrawn.
7. If your child is to be withdrawn, for other reasons, one month's written notice is required. Otherwise, the payment of one month's fees is required. All discounts and deposits are forfeited in the case of an early withdrawal.
8. Should your child be asked to leave the school for reasons that contravene either our Code of Behaviour or Provincial/Federal laws, all remaining fees shall be forfeited.
9. Should your child be uncharacteristically uncomfortable, ill or have an infectious disease, we will notify you and request that he/she be picked up as soon as possible. Your child should remain at home until fully recovered.
10. **If your child arrives at school ill, with a fever or an infectious disease, he/she will not be admitted to class.**
11. **If your child is on prescription medication, he/she must remain at home for the first 48 hours.**
12. A medical certificate may be requested prior to your child's return to school.

I/We have read, understood and agree to the terms of enrollment outlined on this Registration Form above and in the School Handbook. Any questions I/we have had, have been answered to my/our satisfaction.

Parent \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Parent \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Witness \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date