

INCLUSIVE EARLY CHILDHOOD EDUCATION POLICY

Section	
Policy #	
Title	Inclusive Early Childhood Education Policy
Authority for Review/Revision	
Date of Last Revision	New policy (September 2016)

POLICY STATEMENT

West Oakville Preschool Centre Inc (WOPC) is committed to the development and education of young children with special needs. WOPC focuses on the individual needs of each child and family through our programs. We value and build on the unique abilities and strengths of children with special needs. WOPC appreciates that compassion is an essential component of successful inclusion and we work with our families to ensure that all possible accommodations, to the extent possible, are made to promote the full participation of all children.

DEFINITIONS

Special needs children are 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. (OSSMA definition)

Legislative Authority/Regulations/Guidelines

Child Care and Early Years Act, 2014 – Ontario Regulation 137/15

PROCEDURES

Human Resources

- The **Supervisor** will ensure that the Centre’s hiring process supports the Centre’s Inclusion/Access and Equity Policy
- The **Supervisor** will ensure that all staff have read and signed off on the Centres Inclusion/Access and Equity Policy and that implement its principles on a daily basis.
- All **Staff** at the Centre understand and agree to support inclusive practices as outlined in the Centre’s Inclusion/Access Equity Policy.
- The Supervisor is responsible for addressing any practices in the Centre that do not adhere to the Centres Inclusion/Access and Equity Policy.

INCLUSIVE EARLY CHILDHOOD EDUCATION POLICY

TRAINING

- The **Supervisor** will ensure that all staff receive orientation on the Inclusion/Access Equity policy and attend special needs focused training opportunities on effective inclusion methods and techniques whenever possible.

PROGRAMMING

- The **Supervisor** will ensure that the program is committed to developing flexible programming that can be adapted as required
- The **Program Staff** will adapt the environment and routines as necessary to meet the special needs of the children enrolled.

CONFIDENTIALITY

- The **Supervisor** will ensure that, before sharing information about a child with outside agencies that they have parental consent.
- The **Supervisor** will ensure that documentation of consent to share information will be kept onsite in the child's file.
- **Staff** understand that they will be privy to confidential information about children and families and agree to keep this information in the strictest confidence.

PARTNERSHIPS

- The **Supervisor and Staff** will work collaboratively with parents and community supports in order to meet the needs of all children.
- The **Centre** will, with the consent of the parent, enlist services from Special Needs Resourcing for children for whom they feel, or the parents feel, may need extra support.
- Such support services shall be the sole financial responsibility of the parents.

ADMISSION/REGISTRATION

- The **Supervisor** will ensure that all families interested in admission to the Centre are dealt with in a fair and equitable manner.

TRANSITIONS

- The **Supervisor and Staff** will ensure that children with special needs transition with their same age peer group.
- The **Supervisor** will ensure that, when the children are not able to progress with their peer group, a collaborative plan is developed by the program staff, the parents and the support agencies.

WITHDRAWAL

If the program is having difficulty meeting the child's needs the **Supervisor** will ensure that:

- Any family asked to withdraw from the child care program will be dealt with in a fair and equitable manner
- Notice of withdrawal is consistent with the withdrawal policy and is consistent for all families. It should include written notice of withdrawal, documentation of meetings and discussions with special needs support staff when appropriate.
- Special needs resources and outside agency support have been exhausted prior to notice of withdrawal.

SPECIAL NOTE

Should West Oakville Preschool feel that the relationship between themselves and the special needs child's family have deteriorated to such an extent that any staff member is being subject to verbal abuse or physical intimidation by either parent then WOPC reserves the right to give

INCLUSIVE EARLY CHILDHOOD EDUCATION POLICY

notice to that family to remove their child immediately from the program without financial recourse.

Date approved by the Board: _____