



Parent Handbook 2011-2012

KidsAbility School - WATERLOO
500 Hallmark Drive, Waterloo ON N2K 3P5
Phone. 519-886-8886
Fax 519-885-6222

KidsAbility School - CAMBRIDGE
c/o Chaplin Family YMCA
250 Hespeler Road, Cambridge, ON N1R 3H3
Phone 519-621-7580
Fax 519-621-4651

This handbook has been prepared in order to share some important information with you. Please take time to read it and then keep it for future reference.

KidsAbility School staff are looking forward to working with your child in partnership with you and other members of the team. Teachers, educational assistants, therapists and parents work together to meet the needs of the children in the school program. We invite your active involvement.

Together we can make a difference for your child!

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WELCOME TO KIDSABILITY SCHOOL AUTHORITY

KidsAbility School is one of six *Section 68* schools in Ontario operating within a children's treatment centre. Funding is provided by the Ministry of Education for staffing and operational expenses. KidsAbility School does not belong to any of the local school boards, and as such, has its own trustees who govern the operations and policies of the school. The appointed School Authority Board of seven members meets monthly and reports to the Ministry of Education.

KidsAbility School operates half-day specialized education programs for junior kindergarten-aged children who have communication, physical and/or developmental disabilities. To be eligible to attend the KidsAbility School, children must be clients of KidsAbility Centre for Child Development. The one-year programs focus on early identification, early intervention and transition into community schools. Therapy services are provided through KidsAbility - Centre for Child Development. Teachers, parents, educational assistants and therapists work as teams to combine education and therapy in order to meet the unique needs of each child.

MISSION AND VISION

Mission:

KidsAbility School Authority in collaboration with families and KidsAbility Centre for Child Development serves young children with special education needs.

The school provides:

- services for children with communication, physical and developmental disabilities;
- early identification of the child's strengths and special needs;
- early intervention to develop strategies that address the child's individual needs;
- education and therapy services;
- a junior kindergarten program that is accommodated and modified to meet each child's development;
- staff support to the family in preparing for entrance of their child into a community school;
- communication and collaboration with the local district school boards and private schools to support the transition of students from KidsAbility school into community schools.

Vision:

Children prepared for school success.

CONTACT INFORMATION

KidsAbility School Authority's classrooms are located in the Waterloo and Cambridge sites of KidsAbility Centre for Child Development:

KidsAbility School - WATERLOO

500 Hallmark Drive, Waterloo ON N2K 3P5
PH. 519-886-8886 Fax 519-885-6222
Toll Free: 1-888-372-2259

KidsAbility School - CAMBRIDGE

c/o Chaplin Family YMCA
250 Hespeler Road, Cambridge, ON N1R 3H3
PH. 519-621-7580 Fax 519-621-4651
Toll Free: 1-888-372-2259

SCHOOL AND OFFICE HOURS

Office Hours: 8:00 a.m. – 3:45 p.m.

School Hours:

Waterloo		Cambridge	
Morning classes begin	8:50 a.m.	Morning classes begin	8:35 a.m.
Dismissal for morning classes	11:20 a.m.	Dismissal for morning classes	11:05 a.m.
Afternoon classes begin	12:20 p.m.	Afternoon classes begin	12:05 p.m.
Dismissal for afternoon classes	2:50 p.m.	Dismissal for afternoon classes	2:35 p.m.

ACRONYMS

ACS	Augmentative Communication Services
ADHD	Attention Deficit Hyperactivity Disorder
CCAC	Community Care Access Centre
CDA	Communication Disorders Assistants
DSAC	Developmental Services Access Centre
EA	Educational Assistant
ECE	Early Child Education
IEP	Individual Education Plan
IPRC	Identification, Placement and Review Committee
JK	Junior Kindergarten
LD	Learning Disability
OEN	Ontario Education Number
OSR	Ontario Student Record
OT	Occupational Therapist
PT	Physiotherapist
SEA	Special Equipment Amount
SEAC	Special Education Advisory Committee
SEPPA	Special Education Per Pupil Amount
SERT	Special Education Resource Teacher
SHSS	School Health Support Services
SIP	Special Incidence Portion
SK	Senior Kindergarten
SLP	Speech and Language Pathologist
SSAH	Special Services at Home
SW	Social Worker
WCDSB	Waterloo Catholic District School Board
WRDSB	Waterloo Region District School Board

ADVISORY COUNCIL

The KidsAbility Advisory Council provides advice and input to the boards of KidsAbility School Authority and KidsAbility Centre for Child Development. Its goal is to enhance and improve services to children and young adults served by the Centre and the School. KidsAbility Advisory Council is made up of 6-9 members, including parents, the Principal of KidsAbility School, and staff representatives from the School and the Centre.

The council meets to share information and to discuss events and programs within the Centre and the School. Membership on the council and attendance at the meetings are open to parents who have children who have been or who are currently clients of KidsAbility.

Meeting dates are announced through school newsletters. If you are interested in becoming a member of the Advisory Council, please contact the Principal of KidsAbility School.

ALLERGIES

Peanuts and Nuts

The School and Centre strive to be **nut-free** as a precaution to students and clients who may have adverse, allergic or anaphylactic reactions to peanuts and/or nuts. We request your support in making sure that all snacks and lunches sent to school are free of peanuts, peanut butter, nuts, nut products and foods containing peanut oil.

Latex

The School and Centre strive to be **latex-free**. Therefore, we request that latex balloons are not used in the School or Centre.

Scents

To lower the risk to students, staff and volunteers who may have an asthmatic or allergic reaction to specific products, visitors to the school are asked to reduce the amount or avoid the use of scented products that they use prior to entering the school.

ATTENDANCE AND SAFE ARRIVAL POLICY

It is the policy of KidsAbility School Authority to promote and support the safe arrival of students to and from school. Listed below are the roles and responsibilities of parents and school staff and the procedures followed by KidsAbility School.

School Entry Doors:

Entry through the exterior school doors is restricted during school hours. Please use by the main entrance to the Centre.

A. Roles and Responsibilities:

1. Implementation of the school's Safe Arrivals Policy is the joint responsibility of parents and/or guardians and school staff.
2. Parents and/or guardians are responsible for their children's safety; for communicating planned pupil absences or lateness to school on a timely basis; for providing the school with complete and current emergency information to enable the school to make necessary follow-up contacts and for making appropriate arrangements for the safe return of children home at the conclusion of the school day.
3. The school is responsible for timely and effective follow-up with parents and/or guardians to account for a child's unexplained failure to arrive at school or to make arrangements for the safe return of a child home where circumstances require early dismissal.

B. Procedures:

1. The school will maintain on file the names and current telephone numbers, in order of priority, of parents, guardians, caregivers or other individuals to be notified in case of unexplained absences or special circumstances.
2. Parents are required to contact the school to report student absence prior to the start of classes; voicemail is available at the school office to leave a message 24 hours a day.
3. Daily attendance will be checked by the classroom teachers and forwarded to the office as soon as possible after normal student entry time. The school will contact parents regarding any unexplained absence to verify that parents are aware of their child's absence from school.

CODE OF CONDUCT

KidsAbility School Authority follows the guiding principles and standards of behaviour as mandated by the Ministry of Education.

Provincial Guiding Principles

- All participants involved in the publicly funded school system – students, parents or guardians, volunteers, teachers and other staff members – are included in this Code of Conduct whether they are on school property, on school buses or at school-authorized events or activities.
- All members of the school community are to be treated with respect and dignity, especially persons in positions of authority. All Board employees have a special role to play in overseeing the development and behavior of students in their charge.
- Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.
- Members of the school community are expected to use non-violent means to resolve conflict. Physically aggressive behavior is not a responsible way to interact with others.
- The possession, use or threatened use of any object to injure another person endangers the safety of oneself and others.
- Alcohol and illegal drugs are addictive and present a health hazard. Ontario Schools.
- The school will work cooperatively with police, drug and alcohol agencies to develop and promote prevention strategies and, where necessary, respond to school members who are in possession of, or under the influence of, alcohol or illegal drugs.
- Insults, disrespect and other hurtful acts disrupt learning and teaching in a school community. Members of the school community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.

Respect, Civility and Responsible Citizenship

All school members must:

- respect and comply with all applicable federal, provincial and municipal laws
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect persons who are in a position of authority;
- respect the need of others to work in an environment of learning and teaching.

Weapons

All school members must:

- not be in possession of any weapon, including but not limited to firearms;
- not use any object to threaten or intimidate another person;
- not cause injury to any person with an object.

Alcohol and Drugs

All school members must:

- not be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs.

Physical Aggression

All school members must:

- not inflict or encourage others to inflict bodily harm on another person;
- seek staff assistance, if necessary, to resolve conflict peacefully.

The following behavior will not be tolerated on KidsAbility School property or at school-sponsored or school-related activities, and will be subject to disciplinary action:

- the use, being under the influence of, possession or distribution of alcohol or illicit drugs;
- the possession or use of weapons or items that are intended to be used as weapons;
- any physical assault, threats of assault, intimidation or bullying;
- any gang/youth/group displaying a pattern of delinquent or disruptive activity;

- any sexual, religious, ethno-cultural, and/or racial abuse, jokes, slurs and/or harassment;
- any non-physical abuse including emotional and psychological abuse, verbal violence, social exclusion;
- vandalism;
- any hate-motivated violence.

COMMUNICATION BETWEEN PARENT – TEACHER

We believe that communication between home and school is of vital importance to the progress of your child. The school uses a variety of ways to communicate with families:

- visits to the classroom
- class newsletters and calendars
- daily communication books
- telephone communication
- conferences with the parents and the school team

COMMUNICATION BETWEEN PARENT – THERAPIST

Therapists meet with teachers on a regular basis and provide progress updates for parents at scheduled conferences throughout the year. Parents are encouraged to call therapists directly at any time to ask questions or express concerns, to discuss their child's progress/needs, to provide information such as medical updates or to arrange an opportunity to join a session. If parents are using private therapy services at home, we encourage information sharing between the private therapist and the KidsAbility therapist so that we may work cooperatively for the child.

EDUCATION PROGRAM AND THERAPY SERVICES

The KidsAbility School program is the Ministry of Education Kindergarten Program. The program may be modified or accommodated to meet individual needs. An Individual Education Plan (IEP) is developed and implemented for each student. Students attend KidsAbility School for one year only and then make the transition to their community schools.

Therapy services are offered by KidsAbility as a support to the child's educational program. Therapists are part of the student's team which includes the child's family/caregivers, teachers, and educational assistants. This team sets goals and develops an intervention plan to help the child to function in the school setting.

Therapy services may include physiotherapy, occupational therapy, and/or speech and language therapy depending on the needs of the child and resources available. Assessment and consultative services may also be available from social work, and therapeutic recreation, and if needed, from other Centre services such as seating and mobility, orthopedics, and orthotics clinics, or augmentative communication services (ACS).

A variety of approaches may be used by the therapists to assist the child in meeting his/her goals. Depending on the needs of the child and the resources available, different approaches will be used at different times throughout the school year. These include direct service, mediation, and consultation:

- **Direct service:** Students participate in therapy activities individually or in small groups. Therapy sessions are provided in the classroom, gym or therapy rooms and may involve one or more therapists.
- **Mediation:** Therapy activities are implemented by "mediators" (e.g. parents, caregivers, teachers, educational assistants, therapy aides or volunteers) in the child's environment. The therapist trains and coaches the mediators, monitors the program and evaluates the child's progress.
- **Consultation:** The therapist shares knowledge, resources and expertise to enable others to make changes in their roles, functions, programs, and environments (e.g. team meetings, written information, etc.). Consultation includes evaluating and/or monitoring the child's progress.

FIELD TRIPS

Off campus trips are an integral part of the school program. Field trips may include visits to the pumpkin patch, tree farm, fire station, and other locations within the Waterloo Region. KidsAbility School staff encourage all children to ride the bus for off-campus activities as the bus is an extension of the school program.

Parents will receive details about each trip and will be required to give written consent for participation on field trips. Parents may accompany their children on field trips by speaking to the teachers.

FIRE DRILLS

In partnership with KidsAbility Centre for Child Development, fire drills are scheduled throughout the school year to ensure that staff and students are prepared to evacuate the building in the event of a real fire.

ILLNESS

KidsAbility School has many students with compromised immune systems. If your child is sick, please keep him/her at home for the health and welfare of all. Children with flu symptoms including fever, cough, diarrhea and vomiting should remain at home. Children should not attend school with conditions such as pink eye or other conditions which may be contagious. If your child is ill when he/she arrives at school or becomes ill at school, parents will be contacted and asked to pick up their child.

Inclement Weather & School Closures

During the winter, there may be days when KidsAbility School must be closed because of poor weather and/or hazardous driving conditions.

When school buses are cancelled, KidsAbility School will be closed. The following message will be broadcasted on these 2 local radio stations:

CKGL AM – 570

CHYM FM - 96.7

"There will be no School at KidsAbility as transportation is cancelled for Waterloo Region, but the Centres are open."

If all the public schools in the area are closed due to severe weather conditions, the following message will be broadcast:

"KidsAbility and KidsAbility School at the Waterloo and Cambridge locations are closed."

There may be occasions when weather conditions deteriorate *after* the children have arrived at school. In this case a decision will be made by the Principal in conjunction with the bus company to take children home early. All parents will be contacted before the busses leave. Therefore, it is imperative that parents provide phone numbers at which they can be reached.

INDIVIDUAL EDUCATION PLANS

Each child attending KidsAbility School has an Individual Education Plan (IEP).

What is an Individual Education Plan?

An IEP is a written plan which describes the strengths and learning needs of an individual student, the special education program and/or services required to meet that student's needs, and how the program and services will be delivered. The IEP is developed in consultation with the parent and must be signed by the parent.

What does an IEP look like?

The IEP summarizes the following:

- the strengths and learning needs of the student
- relevant medical/health information
- relevant assessment data
- the student's current level of achievement
- accommodations and/or program modifications
- annual program goals and specific learning expectations
- special education and related services provided to the student
- assessment strategies for reviewing the student's achievement
- documentation of consultation with parents during the development of the IEP and any subsequent reviews, and a record of the review and updating of learning expectations by school staff

LIBRARY AND RESOURCE CENTRE

School Library

A weekly library program is provided for all students. Children's books, media, and resources are available to complement the classroom program. During the library period, children listen to stories and participate in other literacy activities. Students sign out library books which may be taken home to share with their families.

KidsAbility Resource Centres

The Resource Centres provide a lending library service to parents, children, staff and volunteers. Appropriate toys and resource materials are available and can be borrowed to enrich children's lives through play, to expand knowledge of special needs, and to support home therapy goals.

MEDICATION, ADMINISTRATION OF

The administration of prescription drugs to students by the school principal or designate shall occur **only** if a medical practitioner deems it necessary for the child to have the prescribed drug during school hours. A form must be completed and signed by a doctor. Medications must be in the original container in which it was dispensed by the pharmacy and must be properly labeled to include the student's name, prescription number, Pharmacy name, and the name of the prescribed drug and directions for administration.

NEWSLETTERS

Individual classrooms teachers may publish class newsletters which provide information about classroom themes and activities. School-wide newsletters are published 3 times during the school year.

ONTARIO EDUCATION NUMBER

An Ontario Education Number (OEN) is assigned to children when they begin school. The OEN is a unique student identification number that is assigned by the Ministry of Education to all students across Ontario. The OEN is used as the key identifier on a student's school records, and follows the student through elementary and secondary school. The OEN is randomly assigned and is tied to stable information about the student (name, gender, date of birth).

ONTARIO STUDENT RECORD

The Ontario School Record (OSR) is the ongoing and confidential record of a student's educational progress through schools in Ontario. The collection of information for the OSR is a requirement of the Education Act. If a student transfers to another school in Ontario, the OSR is transferred to the new school upon written request from the new school.

The OSR folder contains the following information and supporting documentation: biographical information, including an Ontario Education Number (OEN); information about schools attended; names of parent(s); a summary of special health conditions; report cards; the Ontario Student Transcript; a documentation file, if required (e.g., an IEP; verification of custody order; psychological assessments reports); and a record of accumulated instruction in

French as a second language in elementary school. Photographs and information on school activities may also be included.

PHOTOGRAPHS

Pictures of children in the school are often displayed inside the Centre and sometimes used in a display in the community or on the KidsAbility website as a way of communicating the work of the School and Centre. Class pictures are also taken and shared with staff and other families of children attending the school. When you register your child for school, you will be asked to give consent for the sharing of these photos.

PICK-UP AND DROP-OFF OF STUDENTS

Parents who plan to drop off or pick-up their child at school must park in the family parking spots at the side of the building to avoid interfering with the school bus routes.

Children may not be picked up at school by any person other than the legal parent(s)/guardian(s) of the student, without verbal or written consent to the child's teacher or the school principal. Anyone picking up a child from school must sign the child out of the school at the school office.

SCHEDULE OF EVENTS FOR PARENT INVOLVEMENT

September/October

- Parent(s) meet(s) with the teacher and the child visits the classroom during staggered entry.
- The teacher and therapist, in consultation with parents, consider prior assessment results and team goals stated on the application form and develop an Individual Education Plan (IEP) for each student.

November/December

- Parent(s) meet with the teacher and therapists to review the IEP.
- Permission to share information with local district school boards is obtained from the parents.
- Parents are invited to attend a Parent Information Session presented by teachers and therapists.

January

- Report cards are sent home.

February

- Individual Education Plans are revised.

February/March/April

- Parent Information Sessions “Before the School Bell Rings” are offered.

May/June

- A Transition Meeting involving parents, KidsAbility School team members and district school board personnel is held to facilitate the transition to a community school for September.
- A final report card is sent home.

During the school year, there are three school wide events that parents are asked to attend:

September – Open House

December – Seasonal Celebration

May – Education Week Open House

SPECIAL EDUCATION LIAISON TEACHER

Students who attend KidsAbility School may receive Special Education Liaison services during their transition and adjustment to community schools. Referrals may be initiated by the students’ parents, teachers, or therapists.

SWIM PROGRAM

KidsAbility School has access to a pool within the Centre. A weekly swim time is provided for all students. Parents will receive specific instructions from the teacher concerning swim wear and swim schedule.

The swim program relies on volunteer help to provide adequate supervision in the pool. Parents who wish to help with the swim program should contact the volunteer coordinator for the Waterloo and Cambridge sites.

TRANSITION FROM KIDSABILITY SCHOOL TO COMMUNITY SCHOOLS

A GUIDE FOR PARENTS

KidsAbility School and therapy staff work closely with parents, district school board personnel and other community partners to help parents learn about the local school systems. Many of the classroom activities throughout the school year are intended to prepare KidsAbility students for the transition to community schools. Parents can ask the KidsAbility teacher or therapist questions at any time about preparing to have their children for their new schools. .

Informed Consent: The consent of parents/legal guardians is required before school and therapy staff can share information with district school board and Community Care Access Centre (CCAC) personnel. Consent forms are placed in students’ OSRs and copies are forwarded to the receiving school boards.

TIMING	ACTIVITY
September	<ul style="list-style-type: none"> • Names of students attending KidsAbility School are sent to the Superintendents and the Principals in charge of Special Education for the Waterloo Catholic District School Board (WCDSB) and the Waterloo Region District School Board (WRDSB).
October – November	<ul style="list-style-type: none"> • Written permission for sharing information with the WRDSB and the WCDSB may be obtained from parents during the Individual Education Plan (IEP) conferences or at a later date. • Therapists ask for parental consent to share information with the school board and/or CCAC (e.g., child’s name, address, diagnosis/clinical impressions, the therapy services that the child receives from KidsAbility). Parents who sign the <i>“Transition to School Information Sharing Consent Form”</i> will receive a photocopy of the signed consent. • Therapists review with parents possible therapy services available during Senior Kindergarten.

TIMING	ACTIVITY
January	<ul style="list-style-type: none"> • Parents are advised of the Kindergarten registration dates for WRDSB and WCDSB. • A letter is sent to the Principal of the community school stating that the student from KidsAbility School may be attending their school in September (Re: registration of student). • The Principal of KidsAbility School meets with the Special Education Consultants/Resource Teachers from WRDSB and WCDSB and shares information about the needs of the children.
February – March	<ul style="list-style-type: none"> • <u>Kindergarten Registration</u>: Parents register their children for kindergarten at their community schools. • Parents are encouraged to schedule meetings with the school principals to share information about their children’s needs. • WRDSB and WCDSB Special Education Consultants/Resource staff and Speech Language Pathologists visit KidsAbility classrooms.
March – April	<ul style="list-style-type: none"> • Ongoing communication occurs between WRDSB and WCDSB Special Education Consultants/Resource, teachers, parents and the community schools regarding the needs of KidsAbility students entering community schools in September.
May – June	<ul style="list-style-type: none"> • Transition Meetings involving parents, KidsAbility School staff, KidsAbility therapy staff, WRDSB and WCDSB Consultants, Resource Teachers, Principals, School staff and/or CCAC staff are held. At this meeting, therapists may recommend occupational therapy, physiotherapy or speech-language services for the next school year. The principal has the authority to make referrals for these services. • The Transition Meeting Report is completed and copies are sent to parents. • Visits to the community school by parent and child may be arranged by the parents and the Principal, if necessary.

TRANSPORTATION

The KidsAbility School Authority works to accommodate the transportation needs of all students. A transportation request form is completed by parents on registration night and sent by the school to Stock Transportation Company. The company then arranges transportation for each child to and from the school.

If a car seat is required, the proper seat must be provided by parents. Parents should label the car seat with the child's name and deliver the car seat to KidsAbility School. Stock Transportation will install car seats in the proper vans or buses prior to the first day of school in September. Booster seats are provided by Stock Transportation, if needed.

Parents or their designate are required to meet their children when the students return home from school by bus. Parents must identify to the school the names of individuals designated to take children off the bus. If **no** parent or designate is present to receive the student, the bus driver will contact KidsAbility School who will then call the emergency number provided by the parents. The Principal will make whatever arrangements are required to ensure the safety of the child.

In mid-July an information package is sent directly to parents by Stock Transportation. The package will include the following information:

- Drop off and pick up times and locations
- An invitation to the "First Ride Program" which is intended to familiarize new students with riding on a bus.

Communication with Stock Transportation and KidsAbility School:

Parents must communicate directly with Stock Transportation and KidsAbility School. **The bus driver will not relay information.**

CALL STOCK TRANSPORTATION (519-742-6224) IF:

- Your child is ill or has an appointment and will not be attending school for the day.
- Your child will be away for more than 1 day. Call Stock to cancel transportation and call again to restart the transportation. Message line is open 24 hours a day.
- The bus is very late and you want to know why the bus has been delayed or when to expect the bus.
- You are uncertain if transportation is cancelled because of inclement weather. **Before calling, parents should listen to the radio to check if the school has been closed and if transportation has been cancelled.**

CALL KIDSABILITY SCHOOL (519-886-8886 X227) IF:

- Your child is ill or has an appointment and will not be attending school.
- You are moving or your child's childcare arrangements are changing permanently.

- Call x227 with the change of address and the date the change will take effect. The school will approve the request for a change and will contact Stock to request any change of the bus route. The school office will inform parents of the details of the new route, as well as the start date for pickup or drop off at the new location.

There must be at least 5 working days notice for any transportation changes to be arranged. Transportation cannot be changed for one day to accommodate a change of sitter or day-care closures.

TRANSPORTING CHILDREN IN WHEELCHAIRS

Parents, KidsAbility Centre and School staff, and Stock Transportation staff work together to ensure a safe and comfortable bus ride for children who must be transported in wheelchairs or strollers to KidsAbility School. The roles and responsibilities of parents and staff are outlined below:

Parents' Roles and Responsibilities:

- Maintenance of the wheelchair/stroller and seating device;
- Proper fastening of the child in the seating device and the wheelchair/stroller before loading the child onto the bus at the pick-up location;
- Reporting any concerns about how the child is sitting in his/her wheelchair/stroller to their child's occupational therapist;
- Informing the bus driver of any changes in the seating and mobility equipment e.g. trial of a new seating and mobility system;
- Use of prescribed wheelchair headrest.

Primary Occupational Therapist's Roles and Responsibilities:

- Following up on any concerns regarding the way the child is positioned, fitting or sitting in the seating and mobility device;
- Training and education of the parent and the school staff in the positioning of the child in the seating and mobility device;
- Referral to seating clinic if unable to resolve the seating and mobility issue;
- Follow-up with parents and school staff following the dispensing or modification of a seating and mobility system.

Seating & Mobility Occupational Therapist's Roles and Responsibilities:

- Addressing the identified concerns of the child's seating, positioning and mobility with the primary occupational therapist and family;
- Assessing and prescribing seating and mobility devices in partnership with the parents and primary occupational therapist. This may include a trial of a seating and/or mobility device during the assessment phase.

KidsAbility School Authority Staff's Roles and Responsibilities:

- Informing the bus driver of the physical and/or medical needs of the child based on the information communicated to the school by the parent(s);
- Proper fastening of child in wheelchair/stroller before loading the child onto the bus at school.

Stock Transportation Staff's Roles and Responsibilities:

- Securing the wheelchair or stroller in the bus using the Q-strait system;
- Organizing a "First Ride" session to familiarize children with riding the bus;
- Making the final decision as to whether the child can be safely transported on the bus.

VISITING KIDSABILITY SCHOOL

Visitors are always welcome in the school. Parents should notify the classroom teacher or school office prior to the parent's visit. Visitors must request permission to observe the classrooms through the one way mirrors in the therapy pods. All visitors must check in at the school office and receive a visitor's tag before going to the classrooms.

Classrooms are open to the legal parent(s)/guardian(s) of students. However, no other person may visit a student while he/she is at school, without consent of the legal parent(s)/guardian(s).

VOLUNTEERING IN KIDSABILITY SCHOOL

KidsAbility School appreciates the many dedicated volunteers who give so generously of their time to support the school's vision of "Children prepared for school success." Under the direction of a teacher, volunteers assist in the classroom in a variety of ways:

- working with individual students or with a small group to strengthen learning;
- providing one-to-one support for a child during therapeutic swim time;
- assisting with the supervision of children during recess, gym and nutritional breaks;
- preparing classroom materials.

To volunteer at KidsAbility School, you must be registered through Volunteer Services at KidsAbility - Centre of Child Development. Contact Annie Crump, the Coordinator of Volunteer and Resource Services at acrump@kidsability.ca or at 519-886-8886 Ext. 272.

WEBSITE

Parents are invited to refer to the KidsAbility website for further information about KidsAbility School, KidsAbility Centre for Child Development, and KidsAbility Foundation. Copies of this handbook, the KidsAbility School newsletters and minutes of the Advisory Council meetings are/will be available on the KidsAbility website.

www.kidsability.ca