



Inclusion Policy and Individual Support Plans

Inclusion Policy

Waterloo Co-operative Preschool (WCP) will strive to build a trusting relationship with parents or guardians at our preschool. The preschool will encourage participation while respecting different family styles.

Waterloo Co-operative Preschool is committed to the [Canadian Charter of Rights and Freedoms](#) and the [Ontario Human Rights Code](#) and believes in providing a positive environment, free from harassment and discrimination. Any person wishing to make a code-related complaint has the right to do so, and can refer to the Complaints Policy.

Waterloo Co-operative Preschool is an all-inclusive program. We welcome new members from all backgrounds, including, but not limited to, differing cultures, financial status, gender identities, religion, family status, and varying needs and abilities. We strive to be accessible to all families and reduce barriers to accessing quality childcare programs. In order to be accessible and reduce barriers to equal access to quality childcare, up to 30% (thirty percent) of our spaces will be prioritized to families on subsidy and a minimum of two (2) spaces prioritized for children with higher needs. WCP accommodates children with varying or complex needs, providing additional staffing supports are in place to ensure health, safety and mobility needs are met in order to accommodate the child. Should a family require assistance in filling in the required paperwork or understanding the expectations involving enrollment, our Administrator can be contacted for assistance or accommodations at waterloopreschool.register@gmail.com, or by phone at 519-884-3440. To further reduce barriers, paper copies will be provided to those who do not have access to a computer, and we will also work to provide translated documents to those who request them. As we have a great, diverse membership, we will also make all efforts to provide spoken language translations to families for in-person communications.

The Early Learning and Child Care system navigators (from The Region of Waterloo) are working through YMCA EarlyON programs to help remove barriers to accessing early years' services for Indigenous, Black, racialized and underserved families in Waterloo Region. Waterloo Co-operative Preschool is following this lead and updating our Waitlist and Prioritization policies to "provide better access to those who have been, and continue to be, under-represented and sometimes even excluded in the Early Learning and Child Care system. This includes those that identify as First Nations, Inuit and Métis, African Caribbean and Black-identifying, racialized, and other marginalized communities who continue to face systemic barriers. We acknowledge that no label or group categorization will encompass the diverse, intersecting and rich histories of each individual or group in our region, and are committed to evolving our language as we learn and grow with our community" (Region of Waterloo Children's Services Access and Inclusion Plan, Plan 1, 2024). Waterloo

Co-operative Preschool ensures equitable access to services for Indigenous, Black, racialized and underserved families, 2SLGBTQIA+ families, and other equity seeking populations.

Systemic barriers may impact how these communities receive support, and we strive to address these challenges by continuously updating our policies, registration process, and providing accommodations where needed. Our staff have participated in Anti-Racism and Anti-Bias training, and are continually working to better serve those in our community through literature, workshops, and training modules.

Individual Support Plans (ISPs) may be established in conjunction with KW Habilitation, KidsAbility, educators and parents based on a child's needs. Activity, rest and nutrition requests must be made in writing. Access to support can be done through a SNAP referral. The Supervisor can, with consent from parents, request a referral for services from outside resources, conducted within the Preschool.

The resource consultant can support families in person or virtually and in the child's program at Waterloo Co-operative Preschool. Some families choose to self-refer and have services directly at KidsAbility. Referrals can be requested through a [SNAP referral](#).

An inclusive program considers everyone and their abilities and limitations. Programming will be altered in a way that every child and parent is included in the program provided we have the staffing and resources required to accommodate the needs. Staff meet and engage in reflective practice to ensure the Program Statement is implemented, and update it regularly to show current inclusive practices.

Goals and activities are organized around belonging, well being, engagement and expression. Please refer to [How Does Learning Happen](#).

WCP promotes positive, responsive, caring relationships, and learning through play, inquiry, and exploration. Staff document learning and engage in reflective practice and collaborative inquiry. Educators are co-learners and use the environment as a 3rd teacher. Staff help children engage with peers in a way that promotes belonging in a meaningful way. Staff also help scaffold interactions and link children with others to promote positive social interactions. Staff focus on strengths, and acknowledge children are capable, curious, rich in potential and are valuable contributors.

Individual Needs Plans (INP) can be made up to address individual needs and requests from parents.

Individual Support Plans

Individual Support Plans (ISP) support inclusion and are kept up to date with parents' signatures. All individuals who work with that class sign off on those updates and maintain confidentiality. The ISP describes how a child is supported in order to function and participate in a meaningful and purposeful way. The ISP contains a description of supports or aids/adaptations or modifications to physical, social, learning environment, instructions relating to the child's use of supports or aids, and the child's use of, or interaction with, the adapted or modified environment. It is developed in consultation with a parent of the child, the child (if appropriate for the child's age), and any regulated health professional or other persons who works with the child in a capacity to help inform the plan. All the necessary steps are taken to support children with special needs to participate to the maximum extent possible. The implementation of each individualized support plan (by staff, students and volunteers) supports the child(ren's) ability to participate in the child care program. Sensitive or confidential medical information and detailed reports from medical professionals should not be included in the plan unless consent is in writing. Staff, volunteers, and students are monitored for compliance and contraventions in accordance. Staff will gain knowledge through documentation that can be shared with parents ie. portfolios and can be used to update ISPs.

Ensuring Children's Developmental Needs at the Waterloo Co-operative Preschool

On a daily basis, staff share observations of the children. Any concerns noted will be discussed and a plan put in place to help the child.

The following strategies will be used:

- a) Addition of activities to the program or modifying activities.
- b) Holding a conference with the parents to discuss the child's needs and address how to reach these goals.
- c) Seek the support of agencies to help identify needs and strategies to meet those needs once parental consent is obtained.
- d) Create Individual Needs Plans or Individual Support Plans. All staff and volunteers sign off on all plans and updates.
- e) Periodic assessment tools are used to monitor child development, developmental domains form upon registration.

References

[Canadian Charter of Rights and Freedoms](#)

[Ontario Human Rights Code](#)

Complaints Policy - found at <https://www.waterloopreschool.org/policies>

[How Does Learning Happen](#)

Confidentiality policy - found at <https://www.waterloopreschool.org/policies>

[Think, Feel, Act](#)

Child Guidance and Implementation Record - found at <https://www.waterloopreschool.org/policies>

Program Statement - found at <https://www.waterloopreschool.org/policies>

Revised: February 29, 2024 by Britney Stewart (Administrator)

Approved By: Meghan Burns Dolson (Operations Officer) on March 4, 2024

Seconded By: Taylor Marskell (Communications Officer) on March 5, 2024