



PREP 1 – Early Learning Service Delivery Model

2018 - 2019



Welcome to Early Learning

PREP provides families, who have child with Down syndrome under the age of 3 years, the opportunity to attend a Parent-Tot play group once a week. Classes are a wonderful learning opportunity for parents and children alike. We strive to provide a joyful environment in which to nurture your child's first steps, first words and first friendships. Together parents are learners at circle time, play centres, workshops and in your first parent-teacher meetings. Our goal is a fun filled morning for you and your child!

Families can look forward to...

- ❖ *Special time for just you and your child*
- ❖ *Meeting other families*
- ❖ *Learning all about Down syndrome*
- ❖ *Getting expert advice from PREP's therapy team*
- ❖ *Sharing your family's journey with others*
- ❖ *Celebrating your child's progress*
- ❖ *Discovering your child's potential*

The Early Learning Team:

Stephanie Allen Early Learning Coordinator
Family Support Liaison (PREP 1 & PREP 2)

Other Available Resource Professionals:

Krissy Blakney	Speech-Language Pathologist
Kajal Patel	Occupational Therapist
Natalie Pentney	Physiotherapist (offsite)
Barb Nadeau	Community Outreach Coordinator
	Community Preschool Coordinator

Philosophy on Inclusion

PREP invites parents to join a progressive community that honours their child, inspires hope and celebrates inclusion in home, school & community life.

The PREP Program Vision Statement

Inclusion for Life!

PREP Mission Statement

Inspiring families on the journey of inclusion for their child with Down syndrome. PREP provides exceptional family centered services that empower parents to advocate for their children's full citizenship in the community.



Our Beliefs

We believe children reach their potential with ongoing therapy, educational & family support services.

We believe children belong at their community school, in the regular classroom.

We believe that children thrive in cultural, social, leisure & recreation activities in the community.

We believe parents need to be their own child's best advocate.

We believe every individual can become a contributing & valued member of society.

Trust PREP to help calm your fears & support your family in meeting the challenge. What we ask of parents is to....

Educate yourself, **Learn** with your child.

Connect with other families. **Share** your journey.

Work in partnership, **Make** informed choices.

Expect more, **Get** more.

Invest in your child's education. **Commit** to a long term vision.

Policies & Procedures

1. Annual Membership Fee - \$75.00 Payable upon registration

PREP is a not for profit registered charity. By joining the PREP Society you are eligible for membership benefits and privileges:

- ❖ Funded therapy and tutoring services for children with Down syndrome
- ❖ Member rates for any Fee for Service program and workshops
- ❖ Vote at Annual General Meeting
- ❖ Continuing Education for Parents
- ❖ Special Events/Publications
- ❖ Free parking and PREP hospitality

Responsibilities of Membership

As a member of PREP we hope that you will make a personal commitment to supporting PREP by volunteering your time, energy, and talents to:

- ❖ Fundraising
 - Personal donation
 - Inviting your company to support PREP e.g., United Way, sponsorship for a fundraiser e.g., Let's Talk Hockey
 - Purchasing tickets for fundraisers or making a donation in kind
- ❖ Volunteering
 - Participating in special events e.g., Charity Challenge
 - Volunteering for a shift at the Casino
 - Attending the AGM
 - Assisting a family in need
 - Interpreting
 - Sponsorship or other assistance
 - Sharing your experience

In return our volunteer Board of Directors is committed to:

- ❖ Maintaining the Woodridge PREP Centre for the children's safety, comfort & learning
- ❖ Offering funded, subsidized and fee for service options
- ❖ Fundraising on behalf of the membership
- ❖ Achieving the Strategic Plan approved by the Board of Directors
- ❖ PREP being an innovative Centre of Excellence for Down syndrome

2. **Eligibility & Referral**

Parents of children with Down syndrome 1-3 years of age self refer for weekly 1 ½ hour parent-tot classes. Health care professionals may recommend PREP but no referral letter is required. Children typically attend for 2 years. However, a 3rd year is available depending on the child's birth date.

3. **Funding**

Early Learning is provided under the auspices of PREP's contract with Family Support for Children with Disabilities (FSCD). There is no fee charged to families for the classes other than the annual PREP Society Fee.

4. **Program Coordination**

A Family Support (FS) Liaison is responsible for program planning, intake, registration, monthly record keeping, and all reporting. Each family is provided with a copy of the Service Delivery Model that outlines program expectations.

5. **Staffing**

The Early Learning Coordinator runs the weekly classes and makes home visits. In class support varies as PREP is a teaching facility for university/practicum students, as well as community volunteers.

6. **Parent Participation**

EL is specifically designed as a parented program. Children cannot attend without a parent, legal guardian, or approved caregiver. PREP reserves the right to decline a class registration, if parents are unable to commit to regular weekly attendance.

7. **Class Make Up**

Enrolment is a minimum of 4 children to a maximum of 9 in one class. Children are waitlisted until a class or space is available. Classes run for a 10 week block per term (Sept-Dec, Jan-March, April-June).

8. **Class Time 10:00-11:30**

Parents are asked to arrive 5-10 minutes before the scheduled start time and wait in the upstairs reception area. Transitioning down to the classroom together is part of our class routine. If you arrive late, please go directly to the classroom and take your place as quietly as possible.

9. **Home Visits**

September home visits are for new families and are optional. It is a great opportunity for parents to meet staff in the comfort of their own homes. Staff or parents are welcome to request a home visit at any time during the school year.

10. **Childcare for Siblings**

Childcare is **not** available at PREP. Siblings cannot be left in the waiting room unattended. We ask that you find alternate arrangements for siblings, as the class is a special 1-1 learning time for you and your child. Exceptions can be made with prior notice and proper planning.

11. Mailboxes

Each child has a mailbox in the main reception area labeled with his or her name. It is the parent's responsibility to check the mailbox periodically for newsletters, notices of special activities and, of course, their child's beautiful artwork. PREP mail only please! Do not distribute any outside mail in the boxes without PREP's permission.

12. In the Event of Absence

- a. **Planned:** If you and your child have an appointment or other personal reason to be absent from class, please inform the EL coordinator promptly.
- b. **Unexpected:** Children do not benefit from coming to classes ill. They lack energy, take little or no pleasure in activities, and expose others to the same illness. If your child has a high fever, runny nose, persistent cough or is listless; we recommend that you check with your doctor first to ensure that he or she is not contagious. One general precaution to follow is to wait until your child is sleeping, eating and drinking normally before returning to class.

13. Visitors to Class

- a. **Family Visitors:** Visitors are welcome to class. In the event you invite a relative or other guest, who is special in your child's life to visit, we ask that you take a break from class that day and visit PREP Links to look at our reading material or just enjoy a coffee. You can take turns to be in class with your child.
- b. **Outside Visitors:** PREP in home developmental aides are welcome to sit in on individual therapy sessions and attend class with the parent. These should be planned visits, so please book in advance. If the class is full that day and you have not prebooked, PREP will ask your guest to come back another day.
- c. **New Family Visits:** New families and out of towners are always welcome to observe class. We ask parents to give newcomers a warm welcome, as the 1st visit to PREP can be emotional (both cheerful and tearful) and your sincere greeting can mean so much.

14. Parent Education

Parent workshops are a valued component of the Early Learning program. Workshops are held during class time for the convenience of busy families with young children. Our goal is to pick topics that interest parents, so please give us your feedback. Parents are required to leave class for workshops. Children are well cared for in your absence and it is a learning opportunity for them as well. Over the year we see significant gains in socialization and independence. If initially your child has trouble separating, a staff member will bring them to you in the workshop for comfort. Parents, who choose not to attend a particular workshop, are also choosing to stay at home that day. It is not an option for parents to stay in class, as it is very disruptive for the children to see some parents staying and some leaving.

15. Privacy and Confidentiality

Class needs to be a safe place to be honest in sharing events, opinions and feelings. Due to the nature of many discussions, personal information is often shared and we ask that all parents pledge to keep those conversations private. It is not appropriate to divulge what was shared privately in public conversation or on a public forum such as Facebook.

16. Photography

Parents are not allowed to take photos in class without the express permission of the Early Learning Coordinator and any or all parents involved. Posting photos of anyone other than your own child on Facebook/ Instagram is not acceptable without their prior knowledge and permission.

17. Parent Consent

At the time of registration parents are asked to sign a consent to release information form that allows PREP to discuss their child with designated health care professionals, FSCD, and/or educators. In addition parents are asked to provide a medical update and consent to their child's photo being taken at PREP.

18. Program Evaluation

Parental feedback is essential to the development of the program. Client Satisfaction surveys are distributed in the spring. Please remember that parents are welcome to bring questions and/or concerns and compliments to the attention of our EL team at any time.

19. Policy on Personal Gifts from Clients

PREP believes that the best gift of all from a client is a simple thank you or card. Staff are allowed to accept nominal gifts such as baking, chocolates or homemade crafts. These inexpensive gifts show appreciation and build goodwill. Staff may not accept gifts valued at more than \$25. Nor can staff accept (from one family) a number of smaller gifts which together are worth \$25 or more. A teacher may accept on behalf of a program a group gift of up to \$150 per year from a class, as long as:

- the gift is identified as being from the entire class;
- the identity of the contributors and the \$ given are not identified to the teacher;
- no individual family may make a contribution of \$25 or more to a group gift.

20. Additional In-Home Services

Developmental Aide contracts are available to families once their child turns two. The purpose of a 6 month DA contract is to teach the parent new skills. A DA contract allows for up to 2 therapists (Speech/OT/PT). Parents must have a current contract with FSCD. To initiate the planning process the parent and FSCD worker meet at PREP for an initial intake meeting. For more info, please see your Family Support Liaison.

21. Request to Change Services/Withdraw

In the event a family feels that EL is not meeting their needs, the EL team would greatly appreciate the opportunity to meet in person to proactively discuss concerns and inform parents of their options at PREP and in the community. Parents are asked to give 1 month's notice to withdraw from Early Learning. The annual PREP Society fee is non-refundable.

Parent Role & Responsibilities in Class

Classroom Etiquette: At PREP we have a NO CELL PHONE policy during therapy sessions and classes. Please leave your cell phone on mute or in your bag outside the classroom in the kitchen area. Coffee and other drinks can be consumed in the kitchen area prior to class. No containers are to be brought into the classroom for safety's sake. We ask that outdoor shoes be removed before entering, as the children are encouraged to crawl and explore their learning environment.

On arrival...

Plan to arrive 5-10 minutes before class so you can get your child settled and ready for class. Wipe off any remnants of breakfast, wash that cute face and nose, and check that your child is starting off the day with dry pants. Looking good...feeling good.

At circle...

Your job is to be a supportive coach! Ensuring your child stays seated, providing gentle hand-over-hand assistance to encourage turn taking, singing along and joining in the actions. Although you are seated behind your child your words and actions are a model for classmates. QUIET please...If you are not paying attention, your child is not paying attention. We will use the "shhh" cue to remind parents to focus on the children's learning.



At play and craft...

Your job is to coach your child in gaining new skills and experimenting with new activities. Appropriate play is learned and staff are there to help you keep your child engaged, lengthen his or her attention span, and learn to cooperate with Mom or Dad. The power of gentle hand over hand assistance will help your child learn to cooperate and his or her attention span will lengthen over time and with practice. As independent play emerges sit back QUIETLY and be that supportive coach on the sidelines.

During snack...

On your special day bring a healthy, peanut free snack for all the children to share (e.g. cracker, cheese, applesauce, yoghurt). Meat and dairy products must come in their original unopened packages. (Don't worry if you forget, back-up snacks are available.) It is your job to at least expose your child to new snacks before pulling out a favourite. Before saying "no thank you", give your child the opportunity to try a new snack.

After class...

We appreciate parents pitching in to tidy up the toys. Departure is a transition time and not a time to stay and visit in the classroom. That you can do in the kitchen area or meet friends in the waiting room upstairs. When we leave the classroom, the lights go out, playtime is over and its time to say "bye bye".

At home...

You hopefully learned lots in class today! Share what your child did and what you learned with family members & caregivers, so they raise their expectations in daily routines for your child.

Therapy Services Available in Early Learning

Speech-Language Therapy

At PREP we love teaching kids to talk and we believe that parent participation is the key to success. In sessions parents learn how to focus on building the foundation skills essential for their child learning to talk. These include eye contact, listening, following directions, turn-taking, and imitation of actions and sounds. When children master these skills, they are ready to learn their 1st words. Children with Down syndrome need to hear words many times before they understand the meaning, then use the spoken word. To make repeated practice fun, we show parents how to build expectations for language into daily routines and how to make sitting at the table for “speech time” a fun time.

You are invited to book **3 complimentary speech language therapy** sessions. In addition, parents are encouraged to sign up for additional speech-language therapy sessions at the PREP member rate. Check your private insurance or health care spending account for coverage details. Parents can self refer and will be invoiced after each session.

Occupational Therapy

Individual services are available only on a fee for service basis. Check your private insurance or health care spending account for coverage details. Parents can self refer and will be invoiced after each session. Sessions provide valuable strategies and goals to foster your child’s growth in:

- ❖ Fine motor/Visual motor skills – appropriate play with toys – reduce mouthing and throwing and increase attention to task
- ❖ Oral motor skills - pre-feeding activities, healthy eating, proper positioning at mealtimes and tools for safe feeding and drinking

Physiotherapy - Calgary Youth Physiotherapy Ltd.

The Physiotherapist (PT) visits our classroom twice a year. During these visits, the physiotherapist identifies areas of need for gross motor developmental goals. Goals are designed to improve posture, stability and strength during sitting, standing and walking and develop more independence at play.

To access individual PT services privately parents can phone Jane at Calgary Youth Physio to book an appointment (403-259-8534).

Additional Services Onsite at PREP

PREP Links

Please plan to visit this parent resource centre on the main floor. You can browse through books in the library, watch a video on the TV, or look up an article in the filing cabinet. It is your quiet time to get some information on any topic of concern for your child.

Parents are also welcome to book an appointment to meet with a Community Outreach Inclusion Strategist. Our goal is to connect families to services, educators to resources, students to learning opportunities, and agencies to professional development in order to keep students successfully included in their community and in their schools.

Family Support

EL and Family Support are two separate departments at PREP but collaborate in a number of ways to benefit our families. These include:

- Parent workshops
- Coffee mornings
- Assistance with FSCD contracts
- Inclusion in the community
- Referrals to Community Agencies
- Transition planning
- Mom's Day retreat
- Special events
- Kids Up Front

Practicum Placements

PREP collaborates with post secondary institutions to provide practicum placements for students in education and health sciences. In ECS placements are typically through the University of Calgary, Ambrose University or Mount Royal University. These placements can be for a few weeks or months. The EL team's job is to supervise the placement and provide a great learning opportunity for the professionals of tomorrow.



Registration Checklist

Lots to read and sign! This checklist will help you ensure your registration is ready to go.

Registrations are due no later than October 5, 2018.

Keep your copy of the Early Learning Service Delivery Model as a handy reference.

Children cannot attend class in the fall unless the following forms are on file. Thank you for your prompt attention to this matter.

- Permission for Photographs/Videotaping
- Authorization to Obtain and/or Release Information

I have reviewed the Service Delivery Model and understand and accept the policies and procedures outlined, and agree to abide by the same.

Parent / Guardian Name _____

Signature _____

Date _____

Permission for Photographs/Filming



The PREP Program is a resource centre serving children with Down syndrome, their families and educators. In PREP's capacity as a teaching facility, staff use photographs and videotapes of the students for demonstration, teaching, display and record keeping purposes. Staff are very careful to portray students in a respectful and professional manner. On occasion, PREP is requested by media outlets or charity events to provide photos or videos to be used for fundraising or publicity purposes.

PREP pledges to inform parents if their child's image is chosen and parents are free to withdraw their consent at any time.

Protocol for Taking Photographs

Parents are requested to ask permission of staff before taking photographs in class, in session, on PREP outings, or on PREP premises. Staff then have the opportunity to ensure that permission has been granted from other parents.

It is strongly advised that parents not post any photos of other children in class or in therapy sessions to Facebook, Instagram or other social media without first informing any staff or parents of children portrayed in the photo(s).

It is our goal to respect client privacy and to ensure children are portrayed in a positive light.

- Yes, I give permission for my child _____ to be photographed and/or videotaped at The PREP Program for the above educational and publicity purposes.
- No, I do not give permission at this time for my child's image to be used.
- Yes, I am in agreement with the above protocol for taking photographs.

Parent or Legal Guardian _____

Date of Signature _____



Authorization to Obtain and/or Release Information

CHILD'S NAME: _____ DOB: _____

The purpose of this form is to have prior parent consent for PREP to release and/or obtain information about your child. Information sharing encourages PREP staff to work collaboratively with your child's educators, health care professionals, and other agency staff. It is PREP policy for staff to notify parents when such information is shared. Typically this includes phone, email, meetings and sharing of reports.

Government: To better coordinate services for your child.

<u>Service/Agency</u>	<u>Name & Title of Primary Contact</u>			
FSCD _____	_____	Yes	No	N/A
AISH/PDD/Guardianship _____	_____	Yes	No	N/A
Other _____	_____	Yes	No	N/A

School & Community: To research options, advocate and assist with registration.

<u>Service/Agency</u>	<u>Name & Title of Primary Contact</u>			
School Board/School _____	_____	Yes	No	N/A
Community Preschool _____	_____	Yes	No	N/A
Between Friends _____	_____	Yes	No	N/A
Children's Link _____	_____	Yes	No	N/A
Other _____	_____	Yes	No	N/A

Health Care: To share current information with your child's health care team.

<u>Service/Agency</u>	<u>Name & Title of Primary Contact</u>			
Alberta Children's Hospital _____	_____	Yes	No	N/A
Child Development Centre _____	_____	Yes	No	N/A
Pediatrician/Family Doctor _____	_____	Yes	No	N/A
Family Counseling _____	_____	Yes	No	N/A
Private Physiotherapist _____	_____	Yes	No	N/A
Speech Therapist _____	_____	Yes	No	N/A
Occupational Therapist _____	_____	Yes	No	N/A
Audiologist _____	_____	Yes	No	N/A
Other Specialist _____	_____	Yes	No	N/A

I _____, hereby authorize The PREP Program to obtain and/or release information and/or records pertaining to my child _____.

Parent / Legal Guardian (Please print)	Signature	Date
PREP Staff (Please print)	Signature	Date

This informed consent to Release/Obtain information will be in effect as of the signature date and as long as the child is registered with The PREP Program. Parents can revoke or amend this document at any time to include/exclude a particular individual or organization by contacting PREP Family Support.