

# INTAKE AND ENROLLMENT POLICY

<b>Policy Title</b>	<b>Intake and Enrolment Policy</b>
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## INTAKE AND ENROLLMENT POLICY

### **Initial Contact**

1. Parents may be referred to SSBD services through school admissions, or self-referral.
2. After initial contact and overview of services, parents are sent a Parent Questionnaire form to complete and resubmit.
3. Parents and Student are invited to the SSBD classroom for an initial Student Observation.

### **Student Observations:**

1. Observations should be of approximately 30 to 45 minutes duration.
2. Scope of the Observation: Observe the child's ability to transition within the school environment, accept instructions by an adult, behaviors of concern, barriers to school functioning (severe SIB, severe injury to others, bolting, etc.).
3. The supervisor will review the Parent Questionnaire and any additional report the parent may share, prior to the scheduled Observation.
4. During the Observation: Supervisor will meet the parent and child in the school reception area. Supervisor should bring some toy or item of interest to the child (based on the PQ). Supervisor will greet the child and parents, discuss the expectations of the Observation and encourage the child to walk with them to the SSBD classroom.
5. During the Observation, the Supervisor will engage the child in a variety of activities and make note of maladaptive behaviors, responsiveness, ability to follow instructions, readiness for school inclusion, and/or need for intensive center-based intervention.
6. Once the Observation is complete, return with the child to meet the parent in reception. Give parents a summary of observations and inform them that an Observation Report which includes recommendation of suitability for the SSBD program and other recommendations, will be sent to them within a few days.

### **School Enrolment:**

1. Parents must pay all school and SSBD fees must be paid by parents before students can be enrolled and begin attending classes.
2. The school registrar will confirm enrollment status and the student will be assigned to a school classroom and teacher.
3. SSBD Student List must be updated and submitted to Operations and Inclusion Team.
4. Supervisor must:
  - a. Meet the Class Teacher and Inclusion Teacher as soon as possible, to share contact information and coordinate the student's inclusion schedule.
  - b. Email the Flourish Teacher for class schedules and set an individualized attendance schedule. Email the schedule to parents, teachers, and Inclusion Team.

- c. Complete the *Individual Intimate Care Plan (Toileting)*
    - i. must be completed and submitted to Parent, School Clinic and Operations within 1 day of enrollment.
  - d. Complete a *Risk Assessment and PEEP* and submit to the School Clinic and Operations within 1 week of enrollment.
    - i. See *Risk Assessment Form* and *Personal Emergency Evacuation Form*
  - e. Coordinate the upcoming IEPs with the school team.
  - f. Coordinate the initial IEP meeting with the school team and parents.
5. SSBD students typically begin attending on a “soft start,” meaning that the child may not immediately start a full day of school. The specific hours will be individualized based on student needs, and communicated to the parents by the Supervisor, with the intent to increase hours as quickly as possible based on successful integration into the SSBD class/school.
  6. Parent Consent for *Intimate Care*, and *Social Media* must be obtained.

**Items for Submission:**

**Supervisor is responsible for submitting:**

- a. *SSBD Student List*: due at beginning of the academic year, and after each new enrolment (ongoing).
- b. *Intimate Care Plan (Toileting)*: due upon enrolment.
- c. *Risk Assessment* and *PEEP*: due to at beginning of academic year, and at each new enrolment.
- d. *Consent for Intimate Care*, and *Consent for Social Media*.