

T&K BEHAVIOURAL INTERVENTIONISTS

Autism Behaviour
Intervention
Preschool Program

*Parent
Handbook*

T&K Behavioural Interventionists Ltd.

Autism Behaviour Intervention Program Parent Handbook

The purpose of this handbook is to provide information to parents about T&K Behavioural Interventionists Ltd. and the programming we offer for children who have been diagnosed with Autism Spectrum Disorder or other related disabilities. T&K provides therapy to children with Autism by providing a unique intervention approach focused on the four aspects of a child's life: individual, home, school, and community.

Who Are We?

Established in 2004, T&K Behavioural Interventionists Ltd. was initially started by Kalma Arnett and Tamara Monai. In September 2010 Kalma took full ownership of T&K. Our *fee for service* program is one dedicated to providing services for children (birth to 19) with a variety of developmental delays. T&K provides service to Prince George, Vanderhoof, and Mackenzie.

T&K Philosophy

The delivery of services to children with exceptional development needs and their families shall be based on the following beliefs:

- ✚ *All children with exceptional development needs have the right to quality programs of intervention, which facilitate their physical, social, emotional and intellectual development.*
- ✚ *Intervention programs should be community based, readily accessible and developed to meet the individual child's needs.*
- ✚ *Effective services focus on the child within the context of family and community.*
- ✚ *Early recognition and prompt intervention programs can prevent or reduce the consequences of disabling conditions, particularly in young children.*
- ✚ *Management of services delivery is best provided through a collaborative, interdisciplinary team effort that includes children, parents and professionals working in an atmosphere of equality and mutual respect.*

PRESCHOOL AUTISM PROGRAM STATEMENT:

The staff of the preschool Autism program is committed to providing excellence in the design and delivery of intervention programs with a family centered focus.

Our commitment is:

- To work in the best interest of the child
- To work collaboratively with families and other professionals involved with the child
- To plan and develop each child's program recognizing the educational, developmental, behavioural, sensory and communicative needs of the individual child
- To bring the highest level of expertise, knowledge and skill available for the task of planning, developing and implementing each child's program
- To organize the delivery of the program and to pool resources so as to ensure that we are able to bring the best possible resources to each child's program
- To ensure excellence in program planning and delivery for each child by ensuring that all staff working with children are part of the team

The objective of the program is for the families and professionals to work together to help the children reach their potential.

PROGRAM DESCRIPTION:

The delivery of this program is mainly centre based. However, when the clinical team and family deem appropriate, sessions can take place in the home, or out in the community such as at a preschool (*for a travel fee and mileage expense*). Other arrangements may be discussed in order to accommodate specific family needs.

T&K Behavioural Interventionists Ltd. operates under the direction of Kalma Arnett BSc. Psychology.

Staff Compliments include:

- Clinical Adviser (**CA**)-under 6 preschool programs
- Team Leader/Behaviour-Intervention Program Coordinator (**BIPC**)
- Behaviour Interventionist (**BI**)

MANDATE

The mandate of the Clinical Services Team is to provide excellence in program development, design and delivery of behavioural intervention programs for children diagnosed with autistic characteristics or related disabilities. Clinical decisions are based on the principles of Applied Behaviour Analysis, current research and the use of positive interventions.

Compliance is a problem with this population of children, particularly when they are required to work on areas of weakness. Behaviour Intervention is most effective if the child understands that the therapist is in charge and sets the agenda. This is important because if the child is given the option to stop working whenever s/he pleases, the tasks will never be completed. It is important the daily schedule of intervention is completed; otherwise, the child's skills will improve very slowly.

(Teach Me Language: Sabrina Freeman Ph.D & Lorelei Dake B.A.)

CLINICAL ADVISOR – Henrietta Penney M.Ed. (Category A – RASP)

Ensures quality assurances of clinical practices are maintained.

- Involved in children's curriculum program planning
- Provides Parent/Behaviour Interventionist training in Applied Behaviour Analysis principles
- Provides current research interventions for children with Autism
- Oversees Challenging Behaviour Intervention Program plans
- Visits us in Prince George every 6-8 weeks.

TEAM LEADER/SENIOR BEHAVIOUR INTERVENTIONIST/BEHAVIOUR INTERVENTION PROGRAM CONSULTANT (BIPC).

Kalma Arnett BSc. Psychology, Master of Professional Education Candidate

- Responsible for recruitment of new Behaviour Interventionists.
- Supervises the Behaviour Interventionists and monitors clinical standards of the Behaviour Intervention Programs.
- Coordinates bi-weekly team meeting for BI's.
- Liaises with Clinical Advisor for the management of all children's programs.
- Oversees the treatment plan and set current goals of therapy for each child.
- Liaises and collaborates with parent, daycares, preschools, schools, and other agencies providing services to children in our program.

- Participates in the provision of child specific training and hands on demonstration of Behaviour Intervention and other behaviour management techniques for BI's, families, caregivers and others working with the child

BEHAVIOUR INTERVENTIONIST (BI)

The responsibilities of the interventionists may vary depending on the needs of each child. All interventionists have an equal responsibility for the proper implementation of each program.

- Implements individualized plans determined by the clinical team
- Collects data as appropriate to each child's Individual Program Plan
- Prepares materials as directed; i.e. Boardmaker materials, visual supports
- Actively participates in team meetings
- Attends training sessions as required

SPEECH LANGUAGE PATHOLOGY/OCCUPATIONAL THERAPY

Child specific services for Speech Pathology and Occupational Therapy are available through Northern Health and/or Prince George Child Development Centre. T&K encourages all families to access and be an active participant in these essential services for your child.

T&K Behavioural Interventionists Ltd. **DOES NOT** include SLP/OT goals as part of a child's behaviour intervention, we do however ask for the guidance and support of your child's SLP/OT so we can include these skills as part of our informal work during each session.

KEEPING CLINICAL TEAMS WORKING SUCCESSFULLY

To ensure that the teams of Clinical Advisor, Behaviour Intervention Program Consultants, Senior Behaviour Interventionist and the Speech Language Pathologists and Occupational Therapists working with your child continue to function effectively, please keep the following points in mind:

- Each of your team members will be linked to each other by a common purpose, ensuring that your child's program is successful. However, each individual team member brings different strengths, knowledge and abilities to this task. Parents can help greatly by recognizing the work done by each team member and supporting them whenever possible. As we all know, positive reinforcement can produce incredible results.
- Communication amongst team members and parents is of critical importance to the smooth functioning of a team. As you begin with your clinical team, it will be important to organize and plan the method and times this communication will take place. Much of this communication will take place during PARENT/TEAM MEETINGS when Henrietta Penney is in Prince George for her regular visits. **EVERY SECOND VISIT YOU WILL BE**

REQUIRED TO ATTEND PARENT/TEAM MEETINGS. If you would like the SLP/OT on your child's team present at these meetings it is **YOUR** responsibility to invite them to attend.

- Periodically Kalma Arnett will require a “binder/program” check in meeting. These will be outlined on your monthly schedule and will be a maximum of 30 minutes. During this check in Kalma will briefly go through the programs your child has mastered, what they continue to work on and where we will be heading in the near future for programming goals. Other team members are not needed for this quick check in meeting.
- If there is a need to communicate with a T&K team member other than at a team meeting, you should discuss with Kalma when they would be available. Please communicate with your team members during “normal business hours” (Monday to Friday, 9:00-5:00pm).
- The scheduling in our program is often very tight. We want to ensure that your child and other children in the program receive the full session time each day. **Parents can help greatly by being punctual and respecting both the start and end time of the BI working with their child.**
- Individual team members will not always be able to answer all your questions about issues that arise. Rather than providing a partial or even incorrect response to a complex question, we encourage our BI's to let you know that they will find the answers to your questions or arrange for another member of the clinical team (Henrietta or Kalma) to contact you. BI's will direct all parent questions to **Kalma**.

CENTRE BASED SESSIONS

DROPPING OFF AND PICKING UP AT SESSIONS:

Children will enter the centre by way of the back entry, left side of the house, down the stairs and through the gate.

Morning session doors open at 9:00 and 11:00

Mid-Day session doors open at 12:00 and 2:00

After School session doors open at 3:00 and 5:00

Parents are requested to say a quick goodbye to children and allow BI's to work on undressing

at start of session and dressing skills at the end.

When the session is over, BI's will open the door when all kids have outside gear on and are ready for parents.

If your child is late for a session the BI will continue to prep for the session and begin the intervention once the child arrives, the child's session will end at the regular time and will not be extended because of being late. You will be billed the full length of the session.

T&K provides monthly schedules to all preschool parents outlining days and times of sessions. Parents are asked to share what days and times work best for them and T&K will do it's very best to accommodate these times. Our preschool program has a limited amount of spaces; once we determine the best days and times for your child's sessions it is best to keep consistent with them.

ALTERNATIVE PICK UP AND DROP OFF ARRANGEMENTS:

If anyone **other than legal guardian(s)** will be picking up or dropping off your child, a picture of this person must be provided ahead of time and notification of days this will happen must be provided to Kalma.

CANCELLING & RESCHEDULING SESSIONS:

To cancel a session or if you are running late, please contact Kalma at **(250) 613-2947**.

- **Cancelling Because of Sickness:**

We realize that it is impossible to predict when your child may be sick. If you need to cancel a session because of sickness you will be charged for the session **UNLESS YOU NOTIFY KALMA BY 8AM**. After 8am you will be charged the full session and the assigned BI will do preparation work for your child's programming during that time.

If you think your child's sickness may last longer than that one session, please notify Kalma by the close of that day (5:00pm). You will not be charged for any further sessions until your child returns. Please ensure to notify Kalma when you expect your child to return so that we can schedule a BI.

- **Cancelling Session For Reasons Other Than Sickness:**

Forty-Eight (48) hours' notice (2 full business days) is required to cancel your child's session for reasons other than sickness. The notice is required for scheduling purposes. **If we do not receive the required notification then you will be charged for the first missed session.** You will not be charged for any further sessions until your child returns.

Please ensure to notify Kalma when you expect your child to return so that we can schedule a BI for your child.

NOTE: Please understand that we are a ***fee for service*** program; T&K Behavioural Interventionists Ltd. provides one-on-one services. Employees are scheduled to be available when your child is in session and we must be able to give them notice if we do not need them.

OTHER INFORMATION:

- Have extra clothing and shoes in case of accidents and weather changes.
- Provide your child with a healthy snack & drinks for each session. T&K is a **NUT FREE ZONE**
- Read and respond to all information that is sent home with your child.
- Please attend binder check in meetings with Kalma when scheduled.
- Any questions or comments, please contact Team Leader/BIPC Kalma.

HOME SESSIONS

Centre based sessions prove to be more successful for the children we support, it provides less distractions than the home environment and the BI are better able to maintain consistency with the programing. It also provides the perfect opportunity to promote and encourage peer interactions and generalization of skills. However, we understand centre based sessions may not be possible. Please keep these guidelines in mind if we provide home sessions.

Home Sessions:

- If a BI arrives for a session and the family is not home, it is our policy to wait outside for their arrival. If in 20 minutes the family has not arrived we will leave a note with the details of arrival and when we left. We will not enter the home if no one is home, even with permission. You will be charged for the session.
- If a BI is late for a session, it is **IMPORTANT** that Kalma is contacted immediately in order to receive and adjustment on your invoice and to address this concern straightaway with the BI.
- **NEVER ALONE POLICY:** T&K has a “Never Alone Policy”. It states that a parent or designated caregiver must be in the home at all times during the scheduled session time. The T&K BI must never be left in your home alone with your child. This is for the

protection of your child and family as well as our employee.

- Cancelling a home session: Please see information under CANCELLING SESSION
- Please ensure your child is awake, dressed, and fed by the scheduled start time of the session.
- It is important that your child's session occur in a room that is free of distractions, including other people. Please do your best to ensure the BI and your child are able to work alone in a quiet room. When they come out for play breaks, it is not as important to limit distractions.
- Ensure your child is occupied outside the therapy room for the first and last 15 minutes of each session. The BI requires this time to prepare materials, go over the data, clean up and record data.
- If you would like to discuss your child's progress or any other scheduling concerns, please contact Team Leader/BIPC Kalma rather than discussing with a BI during your child's session. This will help ensure that your child receives the most out of their session time.
- Feel free to look through your child's program binder and information.
- The BI will bring reinforcers to your home for the session. Sometimes it is also appropriate to use edibles that are to be supplied by the parents. Please let the BIPC know of toys that you do not want your child to have. Feel free at any time to have edible reinforcers or toys ready for your child.

Emergency Response Plan:

In each home there will be an emergency response plan in the child's binder. It will contain the information needed in the event of any emergency.

KEY ROLE FOR PARENTS

Parents play a key role in providing a successful Behaviour Intervention program for their child. We value your input. We hope you will actively participate in Team Meetings and let us know what goals you have for your child.

One of the key roles played by parents is the work they do outside of the sessions. To ensure consistency and to allow opportunity for learning the following strategies are promoted:

- Mutual goals targeted.
- Observations of how the targets are implemented at the centre
- Training provided by the BIPC

- Data collection at home for certain targets
- ALL questions or comments should be directed to Team Leader/BIPC Kalma.

GENERAL PROGRAM INFORMATION

SIBLING INVOLVEMENT:

The presence of siblings during sessions can serve to be very beneficial to the work being done, provided that there is a role for the sibling within the current programming. Even though we may involve siblings, there will be times when the BI needs to work one-on-one with your child.

GENERAL CALLS & MESSAGES: (250)-613-2947

The office hours at T&K Behavioural Interventionists Ltd. Monday to Friday, 9:00am-5:00pm. If Kalma is not available you can leave a voice message. Kalma spends a considerable amount of time on home visits, consultations and various meetings; she will return your call as soon as possible. Often contacting via email can be more efficient, please email Kalma at tkkalma@gmail.com

STATUTORY HOLIDAYS AND CLOSURES:

T&K Behavioural Interventionists Ltd. strives to provide the most service they can to children we support. We do not work statutory holidays outlined by BC Labour Relations. We are closed the following holidays:

New Year’s Day	B.C. Day
Family Day	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Remembrance Day
Canada Day	Christmas Day

We are closed between Christmas and New Year’s, but remain open all other school holidays and pro-d days.

SICK & HEALTH POLICY:

Our health policy was developed for the well-being of your child and other children in the program. Please apply these guidelines when your child is not well:

- Most children’s illnesses start with a fever. A fever usually indicates that the child is fighting some form of illness and at this time is contagious. Behaviour Intervention service should be cancelled until **24 hours** after the fever has abated and/or other acute

symptoms have subsided.

- If your child has been vomiting and/or had diarrhea overnight, Behaviour Intervention service should be cancelled for at least **24 hours** and/or until symptoms have subsided.
- Behaviour Intervention service **MUST** be cancelled if your child has head lice or a communicable childhood disease (e.g. chicken pox, measles, scarlet fever, mumps, pink eye); your child may resume service after the incubation and contagious period has passed.
- If your child is on antibiotics, he/she continues to be contagious for **24 hours** after the first dose of medication and Behaviour Intervention service should be cancelled until this time has passed.
- Keep your child at home if they are presenting any cold-like symptoms that include green mucus.

Children with Medical Conditions:

- Any child with a medical condition (e.g. seizure disorder, asthma, allergies) must have a written care plan. This plan should describe the condition and provide instructions for caring for the child. If a medical incident occurs while the BI is working with the child, the BI will notify the parent/caregiver.
- At T&K Behavioural Interventionists Ltd., the emergency care plan will be carried out by personnel and appropriate documentation will be recorded. Parents will be notified immediately.
- In order to ensure the safety of each child, we ask that all families provide the program with up to date medical information for their children.

Medications:

- Parents and caregivers are responsible for dispensing **ALL** medications; T&K Behavioural Interventionists Ltd. does not administer medications at any time.

INITIAL TRAINING OF BEHAVIOUR INTERVENTIONISTS (BI'S)

- All BI's are required to complete an in-depth training and shadowing program prior to independently delivering any child's program. Follow-up training will be provided as needed. Staff development days & staff meetings may result in the cancellation of some sessions, depending on the extent of material to be covered.

RELEASE OF INFORMATION:

T&K Behavioural Interventionists Ltd.'s policy on the Release of Information is very specific.

- Information will only be released to a third party following written approval by the

parent(s) or guardian(s).

- Files will be maintained in such a manner to ensure that the confidentiality of information contained in the files is not compromised.
- All families must complete Consent to Release Information form, this form must be updated yearly, or when changes are required.

Confidentiality is a very important characteristic of the T&K program. Team members will not discuss your child except for clinical purposes, nor will they discuss other children in the program.

SCHOOL DISTRICT LIAISON:

- At T&K, we believe that consistency and partnership with School District personnel is the best way to ensure success for your child entering school. We do this by ensuring that information is passed directly to the school, participating in meetings we are asked to attend, and working collaboratively on goals.
- BIPC Kalma is always available to attend school meetings and/or observe classrooms. We require an invitation from the School District case manager (usually resource teacher) or Principal to attend. Also, it is important that a signed Release of Information is on file to share goals and recommendations with the school staff.

FAMILIES AND INTERVENIONISTS WORKING TOGETHER:

No service provider is without faults. T&K Behavioural Interventionists Ltd. Behaviour Intervention Program, despite our intentions, will not be an exception to the rule. What often separates highly effective service providers from those less so, is the way problems are addressed. Please refer to the following procedure if a concern with a staff member arises:

1. Should you have a concern, and think it is not appropriate to talk to the person directly then bring the issue to the attention of Kalma. At this time she will decide if the other person needs to be involved in the problem solving strategy.
2. Should Step #1 not see any resolution of the problem, the next step is to let the BIPC know that Step #1 has not worked. They will attempt to resolve the issue. Should no resolution be achieved, then move to the next step.
3. At this stage, Kalma will arrange a meeting with the staff member. If appropriate, the Clinical Advisor Henrietta Penney will be consulted.
4. Kalma will carefully monitor the situation and consult with parents to ensure that the necessary changes are being made.
5. Should the problem persist, another meeting between the Kalma and staff member will be facilitated.

ENDING SERVICES WITH T&K:

Should at any point you wish to end your services with T&K Behavioural Interventionists Ltd. we kindly ask you to provide this in writing, with a minimum of two weeks' notice prior to the end of service. Should services end without notice, you will be billed for the remaining two weeks of service.

INVOICING:

- All invoices must be signed by parents. If you note a discrepancy in the invoice please contact Kalma and discuss your concerns.
- **All invoices that you receive are a copy of what has been sent to the Ministry of Children and Families. T&K submits invoices by email, the signed copy remains on file at T&K.**
- To keep our invoicing as simple as possible with all T&K clients, all invoicing is calculated at \$40/hour. Please refer to the billing structure handout for additional information on preschool program billings.

Guidelines of Intervention

Date: _____

I have read and understand all the information and guidelines outlined in this parent handbook.

I agree to all the conditions and policies described and will adhere to these guidelines to the best of my ability.

Parent Name (Please Print): _____

Signature: _____