

# T&K BEHAVIOURAL INTERVENTIONISTS LTD.

Autism Behaviour Intervention Program for  
children 6 and over

*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, Fraser Lake 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.*

## **AUTISM PROGRAM STATEMENT:**

The staff of T&K 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 school (*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 Team Leader/Behaviour Intervention Program Coordinator (**BIPC**) Kalma Arnett BSc. Psychology, Master of Professional Education-Applied Behaviour Analysis Candidate.

Staff Compliments include:

- 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 behaviour 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.)*

## **TEAM LEADER/Behaviour Intervention Program Coordinator- (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 other professionals involved with the child 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 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.
- Attends and collaborates with behaviour consultant for bi-weekly team meeting for BI's
- Supports **BC** in overseeing the treatment plan and set Individual Program Goal (IPG) of therapy for each child

- 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 Goal (IPG)
- Prepares materials as directed; i.e. Boardmaker materials, visual supports
- Actively participates in team meetings
- Attends training sessions as required

### **KEEPING CLINICAL TEAMS WORKING SUCCESSFULLY**

To ensure that the teams of professionals 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.
- If there is a need to communicate with a T&K team member 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 (Kalma) to contact you. BI's will direct all parent questions to the **BIPC Kalma**.

### **INDIVIDUAL PROGRAM GOAL (IPG'S):**

After an initial rapport building period a BI creates an Individual Program Goal (IPG) for each child they support. An IPG is a working document which outlines 4-6 individualized goals each

child works to achieve to build their skills. Each IPG typically has components which encompass communication skills, friendship skills, self-regulation strategies, skills to be flexible thinkers and gross/fine motor skills to name a few. Your child's IPG will focus on the skills you and T&K deems most pressing at the present time.

Each IPG goal will have a specific target; we aim to master this target in 6-8 weeks before increasing the expectation, adjusting our expectation to obtain success, or changing to another goal. Each month parents will receive a copy of their child's IPG via email from Kalma.

BI's are able to bill .5 (30 minutes) to input data into the IPG of each client. If your child has mastered goals and adjustments to the IPG are needed the BI is able to bill **UP TO one hour per month** to keep this document up to date.

## 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.

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

Parents are requested to say a quick goodbye to children so we have as much intervention time as possible.

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.

### **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.

## **TRANSPORTATION:**

We encourage parents to drop off and pick up their child for each intervention session. We are able to provide more intervention if families transport their child. However, we understand this is often not possible for all families. If your BI is providing transportation they will arrive to pick up your child at the agreed upon start time of the session, and drop off will be 2 hours after the start of session. Travel time is included in session time. Mileage of .45/Km will be billed for picking up and dropping off your child.

## **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.

- **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.
- Read and respond to all information that is sent home with your child.
- Any questions or comments, please contact Kalma.

## KEY ROLE FOR PARENTS

Parents play a key role in providing a successful Behaviour Intervention program for their child. We value your input.

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
- ALL questions or comments should be directed to Kalma.

## GENERAL PROGRAM INFORMATION

### **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](mailto: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 INTERVENTIONISTS 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 Behaviour Intervention Program Coordinator (BIPC) Kalma Arnett. 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 and then will carefully monitor the situation and consult with parents to ensure that the necessary changes are

being made.

4. 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 Autism Funding Unit.
- To keep our invoicing as simple as possible with all T&K clients, all invoicing is calculated at \$40/hour.

I \_\_\_\_\_ have read, understand and agree to all components of the T&K  
Parent Name

Behavioural interventionists Parent Handbook. I agree to follow all the guidelines put in place

by T&K to ensure consistency and best practices of intervention for my child.

\_\_\_\_\_  
Parent Signature:

\_\_\_\_\_  
Date: