

Social Butterflies

Activities and Learning

IIP Parent/Student Handbook & Policy Guide

2017/2018

Please Note: This Handbook & Policy Guide is to be used in conjunction with Kamloops Christian School Student & Parent Handbook.

Revised August 2017

Table of Contents

Mission Statement	pg. 3
Message from our Director	pg. 3
Staff	pg. 4
Parents Best Practices	pg. 4
IIP Program Information	pg. 5
<ul style="list-style-type: none">• Tuition• School Supplies• Field Trips• Personal Hygiene Practices• Transferring to/from Kamloops Christian School• Signing out of Students by a Parent• Individual Education Plan (IEP) Meetings• Report Cards	
Inclusion Policy	pg. 8
Health & Safety	pg. 8
Medications	pg. 8
Illness	pg. 9
Lines of Communications & Grievances	pg. 9
Contact Information	pg. 9
Volunteer & Visitor Policy	pg. 10
Service Forms (attachments)	
<ul style="list-style-type: none">• Form 1 – Consent for Disclosure• Form 2 – General Consent• Form 3 – Consent to Transport in a Private Vehicle	

Mission Statement

At Social Butterflies Activities and Learning, we approach each child as an individual with their own talents and one-of-a-kind needs. Our goal is to help your child develop to their full potential. We work with children, teenagers, and families to develop a plan specific to the needs of the child. We believe that learning should be fun and motivating and if we create that environment children will meet their full potential. We believe that children and youth require supportive caring adults that are willing to learn about the individual's unique needs and interests.

Our center offers one-on-one intervention, group social skills, summer day camps, life skills training, and behavior consultation services.

Message from our Director Chantal White

I would like to personally welcome your family to Social Butterflies Activities and Learning. Fourteen years ago, when I was first given an opportunity to work with a child that had Autism Spectrum Disorder, I instantly knew that this was where I would focus my career and life. I found children on the Autism Spectrum fascinating and I wanted to be a part of their unique world so I decided to concentrate my education on psychology and Applied Behavior Analysis. From the beginning of my career I knew that someday I wanted to have a centre that would be able to fully support families and children with ASD. When I began working in the Kamloops area I quickly realized that families here had very few options for their children. I wanted to change this while providing something new and slowly Social Butterflies emerged, offering Summer camps and Social Skills groups. Over the years we have expanded and I am now proud to offer programs that service children from the ages of 2 to 19.

My goal has always been to offer a place that puts the children first, where they feel supported, encouraged and ultimately, successful. We value the unique opportunity to learn and grow with your family.

Staff

Our center was created and designed by Chantal White, Program Director and Behavioral Consultant. We are a team of trained Behavioral Consultants, Certified BC Teacher(s), Behavioral Interventionists, and qualified parents that are here to create a safe, warm place for your child to thrive.

Parent Best Practices

Our program is most effective when we receive your support as parents. Your co-operation with the following matters help our staff and students to have a smooth, productive day.

1. Please drop off and pick up your child promptly at the start of and end of the school day and/or BI Session unless other arrangements have been made with IIP/BI staff. School starts at 8:30 am and is dismissed at 2:40 pm, except on Thursdays when dismissal is at 2 pm. Please do not leave your child unattended during drop off and pick up – someone must be responsible for them at all times.
2. If your child is going to be absent for any reason, please contact our office at 778-470-1005 – if it's not during office hours please leave a message. If your child is frequently late or absent we are willing to work with families to help them overcome these situations.
3. If your child is having a problem transitioning into the classroom or BI session, please allow the Social Butterflies staff to address the problem. We ask that you quietly and promptly leave the premises.
4. There will be regularly scheduled meetings regarding IIP students between the parents, classroom staff, our director, Chantal White, and staff from KCS. If there are any other therapists involved in your child's care an invitation to participate will be forwarded to them. If you need to speak to the staff regarding your child please contact our office at 778-470-1005 to make an appointment.

IIP Program Information

Social Butterflies Activities and Learning offers a program for school-aged children enrolled at the Kamloops Christian School with special learning requirements. Our staff are dedicated to helping children reach their full potential while working with the child's classroom teacher and KCS's Special Education Department.

Children in kindergarten–Grade 8 can attend our program and participate in KCS classes and activities anywhere from 10-90% of their school week. With consultation of KCS teachers, Special Education department, and the parents, we assist in the implementation of IEP goals and outcomes.

Children in our program can learn in ways that fit their specific needs. Children may work independently with supervision or in groups or partners throughout their day. Our program offers quiet spaces to work, extra support staff, and a dedication to ensure that each child receives the education best suited for them, all while enjoying what they are learning! Our small classes offer many opportunities for hands on work.

All curriculum content comes from the KCS classroom teachers and students are progressed in order to increase their participation within the typical classroom environment when they are able to be successful. We work towards gradually increasing the child's time with their peers in the regular classroom environment, but we understand that this environment can sometimes be overwhelming or increase anxiety for some students. We believe that school needs to be viewed as a positive place. Therefore, rather than placing the child in an alternate environment when problem behaviours increase we proactively set the student up for success. We will often work with children in our alternative classroom for non-preferred subjects and have the student integrate in the traditional class for preferred subjects, which allows the student to be successful and will build the child's confidence. This will also minimize the potential of peers in the regular classroom from observing problem behaviours that may isolate the Social Butterflies children from their peers. Please note that children are all unique

so every child's program will be specific to meet their needs. As well, children are constantly growing and changing so as needs change we remain flexible in our approaches, inclusion and programming.

If at any time you feel it is necessary to remove your child from the IIP program, Social Butterflies will require 30 days written notice along as well as consultation and agreement from Kamloops Christian School, the Kamloops Christian School Special Education Department and the students KCS Teacher.

Tuition:

Funding for your child to attend the IIP program is provided to Kamloops Christian School through Special Education Funding from SD #73. The following chart shows the tuition you will be required to pay to Kamloops Christian School based on the amount of time they spend in the Kamloops Christian School classroom:

Tuition Paid to KCS per month					
	Time in KCS Classroom per month				
	Up to 20%	20% to 40%	40% to 60%	60% to 80%	80% to 100 %
Single Child (in IIP Class)☒	\$79.00	\$ 158.00	\$ 237.00	\$ 316.00	\$ 395.00
Two Children (2 in IIP Class)	\$118.00	\$ 236.00	\$ 354.00	\$ 472.00	\$ 590.00
Two Children (1 in IIP Class & 1 in KCS Class)	\$474.00	\$ 553.00	\$ 590.00	\$ 590.00	\$ 590.00
Three Children (1 in IIP & 2 in KCS Class(s))	\$669.00	\$ 742.00	\$ 742.00	\$ 742.00	\$ 740.00
Three Children (2 in IIP & 1 in KCS Class)	\$708.00	\$ 742.00	\$ 742.00	\$ 742.00	\$ 742.00
Three Children (3 in IIP Class)	\$148.40	\$ 296.80	\$ 445.20	\$ 593.60	\$ 742.00

School Supplies:

At the beginning of each school year, children in the IIP program will be assessed a fee of \$100 which will cover all required school supplies specific to the Social Butterflies program. These supplies will be kept in the classroom and made available to the student as needed. Some shared resources and materials will be provided by Social Butterflies and available to students.

Labeling of personal materials and supplies can be helpful for students, but is not a requirement.

Field Trips and Events:

Each student involved with Social Butterflies will be included in both KCS classroom field trips, as well as IIP field trips and events in accordance with Social Butterflies **Inclusion Policy** (pg. 6).

Personal Hygiene Practices:

All students enrolled in the IIP program should be self-sufficient when using the washroom unless other arrangements are made with IIP staff. All trips to the washroom are supervised by IIP staff as the washroom is located in the main hallway, which is public space.

Transferring to and from Kamloops Christian School classroom/playground:

All students will be escorted by IIP staff when moving to/from the IIP classroom, whether they are going to their Kamloops Christian School classroom or to the playground for recess/lunch.

Signing out of Student by Parent:

If a parent needs to take a student from the classroom for any reason they are required to sign the student out at either the Kamloops Christian School office or the Social Butterflies office.

Individual Education Plan (IEP) Meetings:

IEP meetings are held at the beginning and end of each school year to discuss your child's progress and plan for the his or her future needs. These meetings include the child's KCS teacher, the KCS Special Education Department, our Director, and IIP Staff. We encourage parents to participate in these meetings so that everyone has a very clear idea on how things are progressing for your child.

Report Cards:

Report cards will be issued according to the Kamloops Christian School calendar and will be issued by the Kamloops Christian School.

Inclusion Policy

At Social Butterflies, we believe that every child deserves to be included in all classroom activities, group outings, and special events, and that growth and progress come with these opportunities.

However, should Social Butterflies and/or IIP staff feel that a child's behaviors or capacity within the activity, group, or event setting could pose a risk to the safety of staff, other students, or the child themselves, Social Butterflies and IIP staff, in consultation with Kamloops Christian School teacher(s) and Kamloops Christian School Special Education Department, have the right to keep a child from participating in the organized activity. Social Butterflies and/or IIP staff also may modify a student's inclusion in activities, group, or event settings when necessary.

Health & Safety

The safety of both our students and our staff is one of our highest priorities at Social Butterflies. We participate in all KCS Fire and Emergency Response Drills, as per the KCS Student & Parent Handbook, although we may modify our response for children that are sensitive to noises or experience high anxiety during these drills.

Medication

Students who use medication at school must follow the guidelines set out below:

- Students are not to bring any medication (prescription or non-prescription) to school unless requested to by a parent or guardian. Medication must be left with IIP staff.
- A parent/guardian must provide a completed *Parental Consent for Administration of Medications* to staff in the IIP classroom, requesting a staff member to administer the medication (dosage & time of medication must be provided)
- At no time will Social Butterflies staff provide their own personal medication for students.

Illness

If a student becomes ill while at school, the IIP staff will contact a parent/guardian to request that the student be picked up from school immediately. Students who are ill will be supervised by IIP staff until picked up.

Lines of Communication and Grievances

Should you or your child have any concerns or questions regarding policy, safety, classroom conduct, or programming at Social Butterflies or within the Individualized Inclusion Program, please submit a formal request for information via email to office@socialbutterflies.ca, including your name, the name of your child, and your question or concern. Social Butterflies takes grievances very seriously, and will address all questions and concerns promptly.

Contact Information

Social Butterflies Activities and Learning
S204 750 Cottonwood Avenue, Kamloops, BC
Canada V2B 3X2

Located in the South Tenant Wing of the Kamloops Christian School on the North Shore.

For questions, program inquiries, and to be added to the Monthly IIP Newsletter list:
office@socialbutterflies.ca

Office Telephone: 778-470-1005

Volunteer/ Visitor Policy

At Social Butterflies Activities and Learning, our concern for your children's safety and security is a top priority. At the same time, we also encourage parent participation within our IIP program.

We require all volunteers and visitors to complete a criminal record check with a vulnerable sector screening prior to attendance of our program. **Please advise us a minimum of 24 hours prior to the desired visit time so that we can ensure that the visit will not restrict the comfort and learning of other children within our program.** Social Butterflies reserves the right to limit visits at their discretion. Social Butterflies recognizes that parents may wish to observe their child's participation within the program. We encourage parents to allow us to use video to record portions of their child's day within our program. This allows parents to see their child's progress without interrupting the learning environment. With the diverse needs in our programs we will do our best to accommodate visits; however, we must ensure that they do not interfere with the programming and progress of other children within our program.

If you wish to volunteer, please contact the Social Butterflies office for a list of opportunities.



Consent for Disclosure

Childs Name: _____ DOB: _____

Address: _____

Parents Names: _____

This is an agreement for disclosure of information for _____ (Childs Name) by Social Butterflies Activities and Learning and **Kamloops Christian School**.

I, _____ (parent or Guardian), understand that Social Butterflies Activities and Learning may be consulting with **Kamloops Christian School** about my child's progress and any challenges that may arise with their program.

I understand that I can provide Social Butterflies Activities and Learning with written notice and all disclosure of information will be discontinued immediately.

All information will be kept confidential by **Kamloops Christian School** and will only be used to guide and assist in providing the best service possible for the student.

I understand that emails and electronic files will be used to transfer information between Social Butterflies Activities and Learning and **Kamloops Christian School**.

Both Social Butterflies Activities and Learning and **Kamloops Christian School** will do their best to make sure all information is kept confidential.

This form must be signed by the person(s) responsible for payment of services. This contract will remain in force until cancelled.

Parent /Guardian

Date Signed

Parent /Guardian

Date Signed

General Consent

Consent to Release Information

Social Butterflies Activities and Learning understands and upholds your right to privacy. There are times that representatives of Social Butterflies may need to share your information or obtain information from other professionals. This type of information sharing will be used to enhance Social Butterflies ability to provide quality therapeutic programs for you and your family. Some examples of professionals that information might be shared with: Doctors, Teachers, Schools, Occupational Therapists, Speech and Language Therapists, etc....

* I authorize Social Butterflies representatives to exchange verbal summaries, written records, or documents about myself, my child, and/or my family.

* The purpose for sharing information is: _____.

* Information will be exchanged to or from: _____.

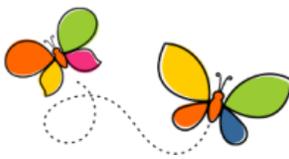
Consent to Video Recording

To promote the safety of employees and clients, as well as the security of its facilities, Social Butterflies Activities and Learning may conduct video surveillance of any portion of its premises at any time, the only exception being private areas of restrooms, showers, and dressing rooms. Video cameras will be positioned in appropriate places within and around the centre and used to help promote the safety and security of people and property.

I hereby give my consent to such video surveillance at any time the company may choose. I understand that Social Butterflies Activities and Learning will keep all video footage confidential and will delete videos regularly.

Photos & Video Taping Policy & Contract

I give permission for my child to be photographed by Social Butterflies Activities and Learning during the 2016-2017 program year. I understand that this may include individual photos or group photos during any sessions, groups, or camp settings, of which may be used at any time for promotional and/or agency use.



Photo's may be used for the following purposes:

- To be sent home with the child, for personal family use.
- To be sent or distributed to other children in the camp (example: group photos).
- For future camp advertisements and appear in brochures, flyers, or posters.
- On Social Butterflies Activities and Learning's website.

*This document may be revoked by the Parent/ Guardian at any time, providing written notice has been given to a Social Butterflies Representative. If no written notice is given at the time your file is closed, this document will expire 12 months after the closing date.

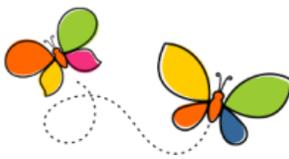
Print (Child's Name)

Signature (Parent/Guardian)

date signed

Signature (Social Butterflies Representative)

date signed



Parental Permission Form Child Transportation in a Privately-Owned Vehicle

Child's Name: _____ Date of Activity: _____

Activity: _____ Venue: _____

Activity Instructors: _____

I authorize Social Butterflies Activities and Learning and its staff to transport my minor child in privately owned vehicles driven by an individual authorized by Social Butterflies Activities and Learning. I understand my child is expected to follow all applicable laws regarding riding in a motor vehicle and is expected to follow the directions provided by the driver and/or staff.

I have read, understand, and have discussed with my child:

1. My child will travel in a motor vehicle driven by an adult and my child is to wear their safety belt during travel;
2. My child is expected to listen to supervising staff/driver, respect staff and other children, the vehicles they ride in, and the people they travel with during the trip;
3. Riding in a motor vehicle may result in person injuries or death from wrecks, collisions or acts by riders, other drivers, or objects; and,
4. My child is to remain in their seat and not be disruptive to the driver of the vehicle.

Initial Each Statement

___ I recognize participation in this activity, as with any activity involving motor vehicle transportation, my child may risk personal injury or permanent loss. I hereby attest and verify I have been advised of the potential risks, and I have full knowledge of the risks involved in this activity, and I assume any expenses incurred in the event of an accident, illness, or other incapacity, regardless of whether I have authorized such expenses.

___ As a condition for the transportation received, I, for myself, my child, my executors and assigns, further agree to release and forever discharge Social Butterflies Activities and Learning, and Chantal White, and their agents, officers, employees and volunteers from any claim that I might have myself or that I could bring on my child's behalf with regard to any damages, demands or actions whatsoever, including those based on negligence, in any manner arising out of this transportation.

___ I have read this entire waiver and authorization form, I fully understand its terms and condition, and I agree to be legally bound by its terms.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

This form must be completed and submitted to the activity coach/advisor before the transportation arrangements described herein take effect.