



Handbook

2018 - 2019

Children with complex special needs prepared for school success

KidsAbility School – WATERLOO
500 Hallmark Drive, Waterloo, ON
N2K 3P5
Phone. 519-886-1960

KidsAbility School - CAMBRIDGE
887 Langs Drive, Cambridge, ON
N3H 5K4
Phone. 519-886-1960

ATTENDANCE LINE: Please call **519-886-1960** each day your child is absent
From KidsAbility School.

BUS PHONE NUMBER: Please call Voyago **519-593-1008 x 472** if your child
Will not be taking the bus for 3 or more days.

KidsAbility School

Office Hours: 8:00 a.m. – 3:45 p.m.

School Office: 519-886-1960

Reporting Absences:

Call **519-886-1960**. This is a 24 hour message line.

Office Staff

Joanne Cotter, Executive Assistant, 519-886-8886 ext. 1227

Denise Wagner, School Secretary, 519-886-1960

Principal

Kelly Lantink, 519-886-8886 ext. 1225

Special Education Liaison Teacher

Virginia Andersen 519-886-8886 ext. 1327

Chair of the Board of Trustees

schoolauthoritychair@kidsability.ca

School Hours

WATERLOO		CAMBRIDGE	
A.M. classes	8:50 a.m.	A.M. classes	8:35 a.m.
A.M. dismissal	11:20 a.m.	A.M. dismissal	11:05 a.m.
P.M. classes	12:20 p.m.	P.M. classes	12:05 p.m.
P.M. dismissal	2:50 p.m.	P.M. dismissal	2:35 p.m.

Welcome to KidsAbility School Authority

KidsAbility School is one of six Section 68 public school authorities funded by the Ontario Ministry of Education and operating within a children's treatment centre.

KidsAbility School Authority Trustees govern the operations and policies of the school.

The one-year program focuses on early identification, early intervention and transition into community schools.

Therapy services from KidsAbility Centre are provided to support your child's success in the classroom.

Therapy in the classroom may involve: consulting with the teacher and educational assistants, trialing equipment, teaching new skills, reinforcing skills, or using skills in the classroom setting with peers.

KidsAbility School

KidsAbility School Provides:

Education for children with communication, physical and developmental challenges,

Early identification of the child's strengths and special needs,

Early intervention to develop strategies that address the child's individual needs

Accommodations/modifications to the 1st year kindergarten program for each child, based on the students' Individual Education Plan and the Kindergarten program document.

Support to the family in preparing for community school entry,

Communication with local school boards when transitioning students to the community school.

KidsAbility School supports students attending their home school in addition to KidsAbility School. We will work with families to determine when this best meets the needs of our students and families.

School Year 2018-2019 for New Students

April/May	Registration at KidsAbility School for students offered placement
June	Orientation for parents/guardians. Entry/Individual Education Plan (IEP) input meetings held in September will be confirmed by teachers.
September	Entry/IEP input meetings with parents/guardians, teachers, educational assistants and school therapists
October	Waterloo Region District School Board/Waterloo Catholic District School Board (WRDSB/ WCDSB) notified of students attending KidsAbility School Individual Education Plan (IEP) sent home
November	IEP conference and reporting first term (parents/guardians and teachers)
December	Open house
January	Updated student information - address and home school sent to WRDSB/WCDSB 2 nd term Report Card sent home
February	Registration at community school for September for those students not yet attending
March	Updated IEP sent home
April/May	Transition meeting with community school for those students not yet attending
June	Final Report Card

Visiting KidsAbility School

Parents/guardians are welcome to visit the school. They must notify the classroom teacher or school office prior to the visit. The parent/guardian will receive permission from the teacher to observe the classroom through the one way mirrors in the therapy pods.

All visitors must check in at the school office and receive a visitor's tag before going to the classrooms.

School Entry Doors

Entry through the exterior school doors is restricted during school hours. When picking up your child, please buzz the school office at the outside school entrance doors.

Pick-up/Drop-off of Students

Parents/guardians who drop off/pick-up their child at school may park in the family parking spots at the side of the building.

Children may not be picked up at school by any person other than the legal parent/guardian of the student without verbal or written consent. Anyone picking up a child from school must go to the school office to sign the child out. Photo identification is required.

Safe Arrival Program

It is the policy of KidsAbility School Authority to promote and support the safe arrival of students to and from school.

Implementation of the school's Safe Arrival Policy is the joint responsibility of parents/guardians and school staff.

Parents/guardians are responsible for communicating pupil absences and providing the school with current emergency contact information and telephone numbers.

The school is responsible for follow-up with the parent/guardian for a child's unexplained failure to arrive at school, or to make arrangements for the safe return of a child home when early dismissal is required.

Inclement Weather & School Closures

When school buses are cancelled for Waterloo Region, due to poor weather, KidsAbility School buses are cancelled and KidsAbility School is closed.

The message will broadcast on local radio stations:

CKGL AM – 570

CHYM FM - 96.7

There are occasions when weather conditions deteriorate throughout the day. A decision will be made by the Principal in conjunction with the bus company to cancel the routes in the outlying areas. Parents/guardians will be contacted directly by school staff if afternoon routes are cancelled.

Illness

Children with flu symptoms including fever, cough, diarrhea and vomiting should remain at home.

Children should not attend school with pink eye or conditions which may be contagious.

If your child is ill when he/she arrives at school or becomes ill at school, the parent/guardian will be contacted and asked to pick up their child.

Medication

The KidsAbility School Authority approved prescription medication form (7001-A) must be completed and signed by the parent/guardian requesting the school administer the medication as outlined on the form specifying the following:

- Diagnosis for the medication,
- Medication(s) prescribed,
- Dosage,
- Time of administration,
- Possible side effects.

The medication must be in a pharmacist's container and clearly labeled with:

- Name of student,
- Name of drug,
- Administration instructions,
- Storage and safekeeping requirements.

A safe storage area is provided for medication in a locked box in the office, or a locked cupboard in the classroom. Medication requiring refrigeration is stored in the classroom refrigerator in a secure container.

Communication with Parents/Guardians/Teacher

The school uses a variety of ways to communicate with families:

- class newsletters and calendars,
- daily communication books,
- telephone communication,
- conferences with the parents/guardians and the school team
- technology – website,
- 'Inside Education' school newsletters,
- class visits.

Newsletter

'Inside Education' the school newsletter, is published Fall, Winter and Spring. Newsletters are sent home with students and available on the website.

Special Education Liaison Teacher

Students who attend KidsAbility School may receive special education liaison services during their transition to community schools.

Off-Site Programs

Off-campus trips are part of the school program. Off-site programs may include visits to the pumpkin patch, tree farm, fire station, and other locations within the Waterloo Region. Children ride the bus for off-campus activities as an extension of the school program. Parents/guardians will receive details about each trip in the communication book or the class calendar.

Swim Program

KidsAbility School, Waterloo location, has access to the therapy pool in the Centre. A swim period is provided for Waterloo students. Parents/guardians will receive specific instructions from the teacher about swim wear and the swim schedule.

Allergies

- Peanuts and Nuts

The School and Centre strive to be nut-free as a precaution to students and clients who may have adverse, allergic or anaphylactic reactions to peanuts and/or nuts. Snacks and lunches sent to school must be free of peanuts, peanut butter, nuts, nut products and foods containing peanut oil.

- Latex

The School and Centre strive to be latex-free. Latex balloons are not used in the School or Centre.

- Scents

Visitors to the school are asked to avoid the use of scented products when entering the school.

School Council

School council meets to share information and discuss programs in the School. Membership is open to parents/guardians with children who have, or who currently attend KidsAbility School. Other members include the Principal, school staff and community.

If you are interested in becoming a member of the School Council, please contact the Principal.

Fire Drills

In partnership with KidsAbility Centre for Child Development, fire drills are scheduled throughout the school year to ensure that staff and students are prepared to evacuate the building in the event of an emergency.

Volunteering at KidsAbility School

KidsAbility School appreciates the many dedicated volunteers who give generously of their time to support the school's vision of **“Children with complex special needs prepared for school success.”**

Under the direction of a teacher, volunteers assist in the classroom:

- working with individual students or a small group to strengthen learning,
- providing one-to-one support for a child during therapeutic swim time,
- interact with children during outside activities, gym and snack time.
- preparing classroom materials.

Photographs

Photographs of KidsAbility School students are often displayed inside KidsAbility Centre and used in displays in the community, or on the KidsAbility website as a way of communicating the work of the School and Centre. Class pictures are also taken and shared with staff and other families of children attending the school. When registering your child for school, you will be asked to give consent for the sharing of these photographs.

Website

Parents/guardians are invited to visit the KidsAbility website for information about KidsAbility School, KidsAbility Centre for Child Development, and the KidsAbility Foundation.

www.kidsability.ca

Code of Conduct

KidsAbility School Authority follows the guiding principles and standards of behaviour as mandated by the Ministry of Education.

The KidsAbility School Authority recognizes that members of the school community have a right to be safe and to feel safe in their school community. With this right comes the responsibility to contribute to a positive school climate.

Parent/guardian Guide to the Ontario Code of Conduct Ministry of Education

Standards of Behaviour - Respect, civility and responsible citizenship

All school and school community members must:

- respect and follow all applicable laws,
- demonstrate honesty and integrity,
- respect differences in people,
- treat one another with dignity and respect at all times, especially when there is disagreement,
- respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, religion, gender, sexual orientation, age or disability
- respect the rights of others,
- show care and respect for school property and the property of others
- take the proper steps to help those in need,
- respect all members of the school community, especially those in a position of authority ,
- respect the need of others to work in an environment that encourages learning and teaching,

- seek help from school staff, if necessary, to resolve conflict peacefully,
- not swear at a teacher or at another person in a position of authority.

Transportation

- The transportation company, Voyago Transportation Services, arranges transportation for each child to and from school. A transportation form is completed at registration.
- In August, Voyago will send an information package indicating drop off, pick up times and locations.
 1. Parents/guardians must identify to the school the names of individuals designated to take children off the bus.
 2. Parents/guardians or their designate are required to meet their children when students return home from school.

If no parent or designate is present to receive the student, the bus driver will contact Transportation Dispatch who then will call the emergency number provided by the parent/guardian.

- The bus driver will not relay information.
- It is the parent/guardian responsibility to assist the child onto the bus/van and ensure that he/she is buckled in.
- **Please call Voyago Transportation at 519-593-1008 x 472 if:**
 - your child will be away for more than 3 days and call to restart the transportation. Message line is open 24 hours a day,
 - the bus is very late and you want to know when to expect the bus,
 - permanent changes to bussing are required. Please have the following information ready when making your call:
 - New address,
 - Date the change is being requested for,
 - Contact name and phone number.

Please note there must be **at least 5 working days notice** for any transportation changes to be arranged.

Transportation cannot be changed to accommodate a change of sitter for one day or day-care closures.

Transporting Children in Wheelchairs

Parents/guardians, KidsAbility Centre and School staff, and Bus Transportation staff work together to ensure a safe and comfortable bus ride for children who must be transported in wheelchairs to KidsAbility School. The roles and responsibilities of parents/guardians and staff are outlined below:

Parents/guardians:

- Maintenance of the wheelchair and seating device,
- Proper fastening of the child in the seating device and the wheelchair before loading the child onto the bus at the pick-up location,
- Reporting any concerns about how the child is sitting in his/her wheelchair to their child's occupational therapist,
- Informing the bus driver of any changes in the seating and mobility equipment e.g. trial of a new seating and mobility system,
- Use of prescribed wheelchair headrest.

Primary Occupational Therapist:

- Following up on any concerns regarding the way the child is positioned, fitting or sitting in the seating and mobility device,
- Referral to seating clinic if unable to resolve the seating and mobility issue,
- Follow-up with parents/guardians and school staff following the dispensing or modification of a seating and mobility system.

Seating & Mobility Occupational Therapist:

- Addressing the identified concerns of the child's seating, positioning and mobility with the primary occupational therapist and family,
- Assessing and prescribing seating and mobility devices in partnership with the parents/guardians and primary occupational therapist.

KidsAbility School Staff:

- Informing the bus driver of the physical and/or medical needs of the child based on the information communicated to the school by the parent(s),
- Proper fastening of child in wheelchair before loading the child onto the bus at school.

Transportation Staff:

- Securing the wheelchair in the bus using the Q-strait system,

- Making the final decision as to whether the child can be safely transported on the bus.

MINISTRY OF EDUCATION RESOURCES AND SERVICE ONTARIO PUBLICATIONS

The Ontario Ministry of Education has resource guides and policy documents available on its website:

<http://www.edu.gov.on.ca/eng/publications/>. Parents can download resources about special education, kindergarten, and other topics related to their children's education.

Resources which may be of interest to parents include:

- Effective Educational Practices for Students with Autism Spectrum Disorders
- The Kindergarten Program
- The Individual Education Plan-A Resource Guide
- Caring and Safe Schools in Ontario – Supporting Students with Special Needs through Progressive Discipline, Kindergarten to Grade 12
- Shared Solutions – A Guide to Preventing and Resolving Conflicts Regarding Programs and Services for Students with Special Education Needs
- With Our Best Future in Mind: Implementing Early Learning in Ontario

Parents can order print publications online from Service Ontario Publications at <https://www.publications.serviceontario.ca/> or by telephone: (416) 326-5300 or 1-800-668-9938 Toll Free. Most resources are free and will be shipped at no cost.