

The Nest

Parent Information Handbook



Contents

| | |
|---------------------------------------|----|
| Contacts | 3 |
| Hours of Operation | 4 |
| Program Overview | 5 |
| Our Team | 7 |
| Our Services | 9 |
| Drop-Off & Pick-Up Policies | 11 |
| Illness and Cancellation Policy | 13 |
| Our Ethics | 15 |



Contacts

The Nest

681 Marine Park Drive NE, Salmon Arm, BC

autism@shuswapchildrens.ca

250-833-2794

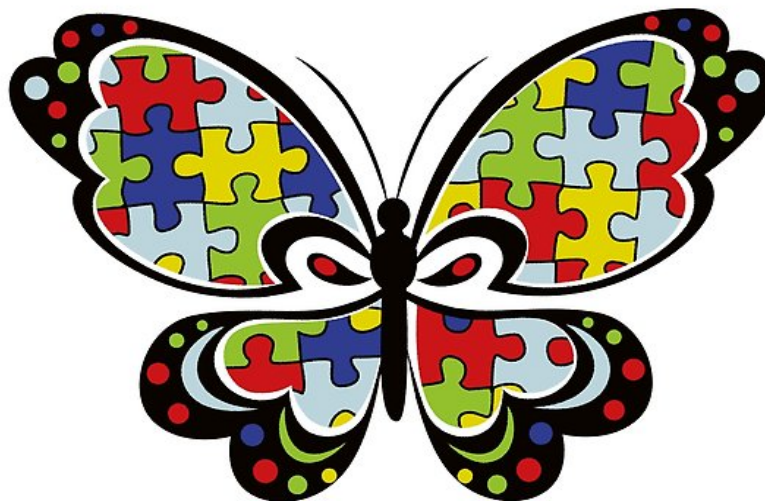
Other Shuswap Children's Association Contacts

240 Shuswap Street NE, Salmon Arm, BC

| | |
|--------------------------------|--------------|
| Main office | 250-833-0164 |
| Reception | Extension 0 |
| Executive Director | Extension 1 |
| Supported Child Development | Extension 2 |
| Infant Development Program | Extension 3 |
| Physiotherapy | Extension 4 |
| Occupational Therapy | Extension 5 |
| FASD Key Worker | Extension 7 |
| Family Support Worker | Extension 8 |
| Child Care Resource & Referral | Extension 9 |

681 Marine Park Drive NE, Salmon Arm, BC

| | |
|----------------------------|--------------|
| Loft & Respite | 250-832-5889 |
| Behaviour Support Services | 250-833-2794 |



Hours of Operation

The Nest office is open 15 minutes before and after each session.

The office is closed for lunch 12:15 to 12:45 pm.



Session Times

Staff will work 1-on-1 with your child for 1.5 hours per session. BIs also work for 15 minutes before the session begins to prepare session materials and 15 minutes after to record session data and notes.

Sessions are available Monday to Friday at the following times:

- 8:30 to 10:00 am
- 10:30 am to noon
- 1:00 to 2:30 pm
- 3:00 to 4:30 pm

Holidays

The Nest is closed on weekends and holidays.

When a holiday falls on a weekend, the office will be closed the following Monday.

We are also closed for 2 weeks over Spring Break and Winter Break, following the same calendar as School District #83.

Program Overview

The Nest provides therapy to children under age 6 who have been diagnosed with Autism Spectrum Disorder (ASD).

We will develop an individualized Behaviour Intervention Plan (BIP) and work 1-on-1 with your child to help improve skills in any of these areas:

- Communication
- Social interaction
- Behaviour
- Movement
- Understanding of concepts

The program also aims to help you support your child's development.

Referrals

The Nest accepts referrals from parents or professionals. Referrals from professionals need consent of the parent or guardian. Referrals may be made by email, letter, fax, or phone.

Criteria for Acceptance

- Under 6 years of age
- Diagnosed with Autism Spectrum Disorder (ASD)
- Completed Autism Funding Agreement with Ministry of Children and Family Development (MCFD)
- Live in these areas:
 - Blind Bay
 - Eagle Bay
 - Enderby
 - Malakwa
 - Salmon Arm
 - Sicamous
 - Sorrento

Waitlist

If the program is full, children will be placed on a waitlist. The waitlist is prioritized based on the following criteria:

- Family situation
- Order of referral
- Involvement of other agencies

Termination of Services

Once accepted, children may remain in the program until the child's 6th birthday. The family may choose to end services earlier.

Provincial Autism Funding

The Nest is a fee-for-service program designed to provide your child with year-round services paid for by your provincial autism funding. When you enroll in the program, the Senior Behaviour Interventionist will complete the paperwork necessary to use your autism funding to pay for your child's services and teaching materials.

Please note that it is your responsibility to inform the Senior Behaviour Interventionist if you make any changes to your funding allocation with the Autism Funding Unit. If you reduce the funding allocation without notification and we continue to provide services, **you will be held financially responsible for payment.**



Our Team

The Nest team includes:

- Behaviour Consultant (BC)
- Senior Behaviour Interventionist (SBI)
- Behaviour Interventionist (BI)

A Behaviour Interventionist practices under the close supervision of a Behavior Analyst/Consultant, Speech-Language Pathologist or Occupational Therapist. The Behaviour Interventionist is primarily responsible for implementing the intervention plan (e.g., the BIP) developed by the supervising professional(s) and may also collect data and conduct simple assessments. The Behaviour Interventionist does not have the qualifications to work in isolation or design and adjust intervention plans. The tasks performed will be based on his or her training, experience, and competence. The supervisor is ultimately responsible for the work performed by the Behaviour Interventionist.

- Occupational Therapist (OT)
- Speech-Language Pathologists (SLP)
- Behaviour Interventionist (BI)
- Parents and Other Caregivers

[Autism Information Services B.C.](#) has defined these roles as follows.

Behaviour Consultant (BC)

Behaviour Analysts and Behaviour Consultants are professionals who conduct assessments, develop an individualized Behaviour Plan of Intervention (BIP), train parents and interventionists, and monitor and oversee treatment programs, which include verbal behaviour, social skills, daily living skills and, difficult behaviours.

Behaviour Analysts and Behaviour Consultants who are listed on the British Columbia Registry of Autism Service Providers (RASP) have demonstrated the necessary education and experience in the field of Applied Behaviour Analysis and autism. The difference between a Behaviour Consultant and a Behaviour Analyst is that an Analyst has been certified through the Behaviour Analyst Certification Board. Analysts and Consultants may also conduct Functional Behaviour Assessments and design support plans for problem behaviour.

Senior Behaviour Interventionist (SBI)

The Senior Behaviour Interventionist works under the supervision of the Behaviour Consultant to assist with assessments, program development, parent training, and BI training and supervision. The Senior Behaviour Interventionist has education and experience in Applied Behaviour Analysis (ABA) and autism.

Behaviour Interventionist (BI)

A Behaviour Interventionist practices under the close supervision of a Behavior Analyst/Consultant, Speech-Language Pathologist or Occupational Therapist. The Behaviour Interventionist is primarily responsible for implementing the intervention plan (e.g., the BIP) developed by the supervising professional(s) and may also collect data and conduct simple assessments. The Behaviour Interventionist does not have the qualifications to work in isolation or design and adjust intervention plans. The tasks performed will be based on his or her training, experience, and competence. The supervisor is ultimately responsible for the work performed by the Behaviour Interventionist.

Occupational Therapist (OT)

The primary goal of occupational therapy is to enhance an individual's ability to participate in everyday life activities or modify the environment to better support participation. An Occupational Therapist can provide assessment, diagnosis, consultation, and intervention/treatment with activities like play, dressing, feeding, school readiness, printing, keyboarding, social skills, and ability to cope and work. An Occupational Therapist examines and addresses motor, perceptual, social and/or sensory challenges.

Speech-Language Pathologist (SLP)

A Speech-Language Pathologist is a registered professional who works with people who have problems with communication, helping them understand and use speech, language, written language, non-verbal communication, and alternative communication technology. A Speech-Language Pathologist can provide assessment, diagnosis, consultation, and intervention/treatment. They can also provide expertise with skills like eating, drinking and swallowing.

Parents and Other Caregivers

You are an important member of your child's team. If you have any questions or concerns about your child's progress and/or program, please share them with another member of the team. Unfortunately, our BIs work on a very tight schedule and do not have time to discuss your child's program before or after sessions. However, we encourage you to phone or email the Senior Behaviour Interventionist at any time. She will get back to you before the end of the next business day. If your question or concern requires the involvement of another team member, the Senior Behaviour Interventionist will help you get in touch with that person.

Our Services

Once a child has been accepted into the program, services will begin in the following sequence:

1. Initial contact
2. Intake meeting
3. Child assessment
4. Development of Behaviour Intervention Plan (BIP) and associated teaching programs
5. 1-on-1 sessions in clinic with a BI 4 times per week
6. Team meetings every 3-4 months or as needed

Each of these services is described below.

Initial Contact

Once your child has been accepted into the program, the Senior Behaviour Interventionist will contact you to explain the program, answer any questions you may have, and arrange an intake meeting.

Intake Meeting

At the intake meeting, the Senior Behaviour Interventionist will meet with you to discuss the program and your family's needs and priorities in more detail.

Assessment

We will talk to you to find out your main concerns. We will also observe and work with your child to find out his/her strengths and challenges.

Behaviour Intervention Plan (BIP)

The team will write a BIP and associated teaching programs based on the individual strengths and needs of your child. The plan explains which skills we will work on, how we will teach those skills, and how we will know when your child is ready to move to the next step.

Your child's BIP outlines goals that are

- Functional (will make a difference in your child's life),
- Based on family concerns,
- Developmentally appropriate,
- Achievable, measurable, and regularly monitored.

Behaviour Interventionist (BI) Sessions

BI sessions take place at The Nest office. Your child's session schedule will be based on family and BI availability.

During each session, your child will work 1-on-1 with a Behaviour Interventionist who has been trained to teach the programs created for your child.

Session Videos

The Senior Behaviour Interventionist and/or Behaviour Consultant will occasionally observe BI sessions to assess your child's progress and to supervise BIs. These sessions may be videoed for assessment and supervision purposes only. Videoing sessions helps ensure quality and consistent service and can be more flexible than observing sessions first hand when there are several team members involved.

Team Meetings

Team meetings are held every few months to update your child's BIP as well as share information. Your child's team meets every 3-4 months but if you have concerns, you can contact your SBI sooner. At least one parent/guardian is expected to attend the team meeting.

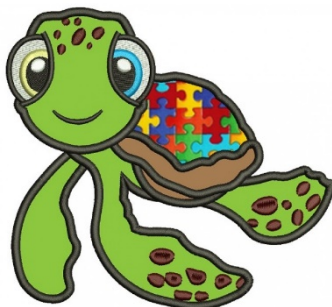
Topics for discussion include:

- Progress & strengths,
- Next steps,
- Program updates from team members, and
- Skills that can be moved to a maintenance schedule.

A team meeting replaces one BI session for that week.

Transition to Kindergarten

We are happy to help your child transition into Kindergarten by providing information and facilitating or attending meetings with the School District.



Drop-Off & Pick-Up Policies

Child Drop-Off Policy

Children attending The Nest arrive at the program with parents/guardians. Other arrangements for bringing children may be made with The Nest staff (documented in client file).

Drop-Off Procedure

The door of The Nest office will be open 15 minutes before your session. Please arrive at least 5 minutes before your scheduled session start time.

When your child arrives, please:

- Hang up the child's backpack
- Take off the child's outdoor clothing
- Put on indoor shoes
- Wait in the common room for the BI to welcome the child
- Sign the Sign-In Sheet

Late Drop-Off Policy

If you know you will be late, please phone The Nest office and leave a message as soon as possible. If your child is late for a session, the BI will work on preparing teaching materials for your child until he/she arrives. The session will end at the regularly scheduled time.

Child Pick-Up Policy

It is the responsibility of parents/guardians to pick up their children, or to make other arrangements with The Nest staff (documented in client the file).

Non-Parents/Guardians Picking Up Children

If somebody other than the parents/guardians are to pick up children, either on a regular basis or from time to time, The Nest staff must have signed permission to release the child. The Nest staff may require identification prior to releasing a child to someone other than the parents/guardians.

Late Pick-Up Policy

Please keep in mind that BIs are scheduled to work with other children. We want to make sure that your child and other children in the program receive their full session time each day. You can help greatly by dropping off and picking up your child on time.

1. If the person responsible for picking up a child is more than 15 minutes late, staff will attempt to contact parents/guardians.
2. If the person responsible for picking up the child is more than 30 minutes late, The Nest staff will continue to attempt to contact parents/guardians and will also call the emergency contact.
3. If no one arrives to pick up a child and The Nest staff are unable to reach the participant's emergency contact(s), The Nest staff will notify the Executive Director of Shuswap Children's Association immediately for further instructions.

Impairment

If parent/guardian or other person authorized to pick up a child arrives and appears to be impaired by alcohol or drugs, The Nest staff cannot legally refuse to release participant.

The Nest staff will attempt to discuss alternative arrangements to ensure the participant's safety. However, if no arrangements that ensure the participant's safety can be made, The Nest staff will notify the Executive Director of Shuswap Children's Association immediately for further instructions. If the parent /guardian is driving, staff will call the R.C.M.P.



Illness and Cancellation Policy

Billing for Missed/Cancelled Sessions

If your child is unable to attend a session because of vacations, lack of transportation, illness, or other reasons, please call The Nest phone number and leave a message.

We will bill the Autism Funding Unit for the first 4 consecutive sessions missed/cancelled. Extended periods of absence or extraordinary events can be discussed with the Senior Behaviour Interventionist.

When you miss/cancel a session, your child's BI will use the session time to prepare teaching programs and materials for future sessions.

Child Illness Policy

This policy is intended to protect the health of your child and other children in the program.

Please call The Nest phone number and leave a message notifying staff that your child will be absent. The previous section regarding Billing for Missed/Cancelled Sessions also applies to cancellation due to illness.

Please keep your child at home for any the following conditions:

- **Pain:** any complaints of unexplained or undiagnosed pain.
- **Common cold** with listlessness, runny nose and eyes, coughing and sore throat.
Once the child's temperature, well being and energy have returned to normal, the child may no longer be contagious, and may be able to return to the child care facility even though coughing and runny nose may persist.

Generally, a person who catches a cold can spread it to others for one day before symptoms appear, and about five days after the cold symptoms (above) begin.

If the symptoms (runny nose and eyes, coughing) are caused by a known allergy (e.g. hay fever, asthma) the child is not contagious and does not have to stay home.

- **Difficulty breathing:** wheezing or a persistent cough.
- **Fever** (100°F/38.3°C or more) accompanied by general symptoms such as listlessness or sluggishness may be an early sign of an illness that requires a doctor's attention.
- **Sore throat** or trouble swallowing.
- **Infected skin or eyes**, or an undiagnosed rash.
- **Headache and stiff neck** (should see physician)

- **Diarrhea** or loose stool (may or may not be combined with nausea, vomiting or stomach cramps).

These symptoms may indicate a bacterial or viral gastrointestinal infection which is very easily passed from one child to another via the fecal-oral route. The child should be kept home until all symptoms have stopped.

- **Nausea and vomiting** may be early signs of illness.
- **Severe itching, dry skin of either body or scalp** if caused by head or body lice or scabies.
- Children with known or suspected **communicable diseases**.

This Child Illness Policy is adapted from the document, [Preventing Illness in Child Care Settings](#) from BC Health Planning.

Our Ethics

The Behaviour Consultant and Senior Behaviour Interventionist are bound by the [Professional and Ethical Compliance Code](#) of the Behaviour Analyst Certification Board.

Gift Giving

The Behaviour Consultant and Senior Behaviour Interventionist cannot accept any gifts from clients or give any gifts to clients. This no-gift policy includes any food or drink, gift cards or certificates, flowers, donations in our name, etc. However, we can accept (and enjoy receiving) cards, notes, and pictures made by your child.

Social Media

The Behaviour Consultant and Senior Behaviour Interventionist cannot connect with clients on social media, including Facebook, Instagram, Twitter, LinkedIn, etc.

Testimonials

The Behaviour Consultant and Senior Behaviour Interventionist cannot accept public testimonials from clients on websites, LinkedIn, or other media.

