

CATEGORY: Staff Recruitment, Orientation and Training DATE: September 2016

SUBJECT: Individual Program Plan

REVIEWED: March 2023

APPROVED BY: Shemina Ladak, Executive Director



Policy Statement

An Individual Program Plan (IPP) is an “action plan” developed for a child with identified with special needs. At CICC all children are required to have an Individual Program Plan.

Purpose

This policy lays out the responsibilities for staff, volunteers and students and what the IPP must include.

Scope

This policy applies to the staff, volunteers, and students at CICC.

Policy

Individual Program Plans include:

- Pertinent information regarding a child’s special needs (i.e., diagnosis)
- A review of each child’s development: Communication, Motor Skills, Cognition, Self Help, Social Emotional and Sensory
- Developmental goals in the areas of need identified by parents and staff.
- Description of supports, aids, adaptations to the child’s physical and social environment.
- Instructions related to the child’s use of/interaction with supports or aids used in the social and physical environment.
- An Emergency Plan, if applicable.

Additional plans and strategies provided by CICC’s Physiotherapist, Occupational Therapist and Speech and Language Pathologist from Early Abilities may be included.

Responsibility:

The Individual Program Plan is developed in collaboration with a child’s parents, classroom teachers and specialists which may include CICC’s Physiotherapist, Occupational Therapist and Speech and Language Pathologist. Input may also be provided by a child’s doctor particularly in the case of an emergency plan and medication administration.

1. A child’s appointed classroom teacher is responsible for developing and updating a child’s IPP. This IPP is developed during the first 4 to 6 weeks in the preschool.

2. All staff, volunteers and students will complete an IPP Review Confirmation form which is placed in each child's binder.
3. At the beginning of each day, volunteers and students are asked to review the IPP of the child they are providing 1:1 support.
4. In addition to an annual review of all IPP's, all staff, volunteers and students will review and complete an IPP Review Confirmation form each time there is a change to a child's IPP.
5. When a child's IPP is complete or a change made to an existing IPP, parents will be asked to review and complete a Parent Consent & Review form. This form will also be signed off by the classroom teacher responsible for writing the IPP. A copy of this form will be kept in the child's IPP in the classroom and in the child's client file.

IPP's are kept in the classroom in a binder in a child's assigned cubby. A copy is also kept in child's client file and a copy is provided to the child's parent. With support from volunteers and students, teachers are responsible for implementing a child's IPP.