

Parent/Guardian Notice of Inclusion Service Agreement

This is to provide notice to the Parents/Guardians of **[Name of Child]** who is enrolled in the regulated child care service known as **[Name of Child Care Service]**. This child care service has requested and been approved for supports from the Inclusion Program, delivered by the Department of Education to assist in the inclusion of children into the programming provided.

The terms and conditions of this arrangement are contained in an Agreement entered into between the Child Care Service Provider and the Inclusion Program.

The Inclusion Program provides services to the Child Care Service Provider, therefore you are not a party to this Agreement. However, it is recognized by both the Child Care Service Provider and the Inclusion Program that Parents/Guardians are a valuable resource in ensuring effective inclusive services. It is also recognized that Parents/Guardians should be involved in, and have knowledge of, the services being provided that relate to and help support their child.

This Notice will provide an overview of the role of Parents/Guardians in the planning, operation and notification of the provision of Inclusion services and any changes made thereto:

- The Child Care Service Provider will obtain consent from parent/guardians prior to making application to the Inclusion Program requesting assistance to support the inclusion of a child.
- The Inclusion Program will obtain consent from a child's parent/guardian prior to conducting any direct observations, reviewing any assessments or referral letters from qualified professionals, participating in any planning meetings in regard to the actual or perceived exceptional needs of the child, and/or coordinating/facilitating any specialized consultation with other professionals involved in the child's circle of care.
- The Child Care Service Provider will provide parents/guardians with a Notice, as well as Notice of any renewals, termination, or amendments made to an approval for services under the Agreement.
- The Child Care Service Provider shall ensure that the parent/guardian is informed of and invited to participate in Individual Program Plans (IPP), Transition Planning or other multi-disciplinary meeting(s) relevant to their child and provide a copy of the IPP to the parent/guardian each time it is reviewed and/or updated.
- Inclusion Program Consultants will complete scheduled and unscheduled visits to the Child Care Service to review, monitor and support the Child Care Service Provider in inclusive practices, and support the child care service in developing, implementing, and reviewing Individual Program Plans for children enrolled in the service and assist, as needed, in transitional planning from one environment to another.
- Inclusion Program Consultants will monitor the ongoing need for inclusion support services in relation to the child.

For more detailed information about the supports and services available, and the requirements of the Inclusion Program, parents can view the Inclusion Policy at:

<https://www.gov.nl.ca/education/childcare/inclusive-child-care/>

Should you have any questions, you can consult directly with your Child Care Service or for general information, you can consult with the Inclusion Program Consultant in your region. Contact information for the Regional Offices may be found following the link: <https://www.gov.nl.ca/education/department/contact/#childcare>