

## Policy and Procedures - Community Training

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CISS offers training sessions and presentations as it relates to the inclusion of children with special needs who attend child care programs. The training sessions and presentations are intended for the:

- child care programs involved with CISS
- parents/guardians of children involved with CISS and those awaiting service

Priority will be given to the child care programs that already include a child(ren) who receive(s) CISS support.

### Procedures for training sessions and presentations organized by CISS

- Information regarding the training sessions and presentations will be distributed to the child care programs, parents/guardians and community organizations involved with CISS through the ACCESS *Inclusion* newsletter at the following address: [www.cissnewsletter.ca/training-schedule/](http://www.cissnewsletter.ca/training-schedule/)
- Registrations can be completed by using the electronic form which can be found in the newsletter or by phone through the CISS Training and Resource Coordinator at 613-736-1913 ext. 284.
- Registrations for training sessions and presentations is on a first come, first serve basis.
- CISS reserves the right to limit the number of participants per child care program.
- Fees may be applied for certain training sessions depending on the cost of the trainer, location and materials.
- All sessions are subject to changes and cancellations based on registrations. In the event of a cancellation, the registration fees will be returned in full to the participants.
- If a session is full, a waiting list will be established.
- Confirmation of the registration will be provided by e-mail or by phone to the participants.
- Full refunds will be issued if a participant cancels two weeks prior to the date of the session and after the two weeks they will receive a refund minus a 20% administration fee.

### Procedures for training sessions and presentations by request

- Child care programs may request specific training sessions or presentations from CISS for their teaching team or parents/guardians by completing the *Request Form - Training Sessions and Presentations (2.11)* at the following link [www.afchildrensservices.ca](http://www.afchildrensservices.ca).

- CISS will need at least one month's notice in order to consider the request.
- The Training and Resource Coordinator will respond to the request and complete the necessary follow-ups, if applicable.
- A minimum number of 12 participants is required to provide a training session or presentation except for an in-service provided to a child care program in order to respond to a specific need (e.g., medical support, diagnosis, behaviours) to support the inclusion of a child(ren).

### **Procedures for professional development module series requests**

- Child care programs may request the module series by completing a *Professional Development Module Series Training Request* form at the following link [www.afchildrensservices.ca](http://www.afchildrensservices.ca).
- CISS will need at least one month's notice in order to consider the request.
- The Training and Resource Coordinator will respond to the request and complete the necessary follow-ups, if applicable.
- A minimum number of 15 participants is required to provide a session.
- CISS reserves the right to pair-up child care programs depending on the number of participants and geographical areas.
- Priority is given to the child care programs who are presently receiving CISS and/or Positive Outcomes Program support.

### **Tubule Feeding, Catheterization and Seizures**

CISS has entered into a contract with ParaMed to provide Education Information Sessions regarding tubule feeding (enteral feeding) and catheterization as required.

Information sessions on seizures are also provided.

Directors enrolling a child who requires this/these procedure(s) are to call the Intake Coordinator, at 613-736-1913 ext. 231 to organize an Information Session for their teaching teams. Participation is limited to the teaching teams who are directly involved with the child.