

Policy and Procedures - Community Training

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.

Priority will be given to the child care programs 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 and community organizations involved with CISS.
- Registrations can be completed by using the electronic form 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.
- All sessions are subject to changes and cancellations based on registrations.
- 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.

Procedures for training sessions and presentations by request

- Child care programs may request specific training sessions or presentations from CISS for their teaching team by completing the *Request Form - Training Sessions and Presentations* at the following link 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.
- 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 program support.

Medical Training such as Tubule Feeding, Ostomy Bag, Catheterization and Seizures

CISS has entered into a contract with CHEO to provide Education Information Sessions regarding tubule feeding (enteral feeding), ostomy bag and catheterization as required. Please note that all these sessions will require for the Director to provide the medical plan of the child in question a minimum of 5 working days prior to the requested training date.

Information sessions on seizures are provided by a trainer of Epilepsy Ottawa.

Directors enrolling a child who requires this/these procedure(s) are to call the Intake Coordinator, at 613-736-1913 ext. 231 or send an email at cissintake@afchildrensservices.ca to request for a medical training form to be completed and submitted for the coordination of any of these training information sessions for their teaching teams. Participation is limited to the teaching teams who are or will be directly involved with the child.