

HOW TO REQUEST SUPPORT FOR YOUR CHILD



Requesting Support for your Child: If you believe, that your child requires additional support for any behavioural, medical, or social /emotional needs to be successful and thrive in our programs, we require Parents/Guardians/Caregivers to connect with BGC South East prior to registering to ensure we have the capacity (workers, funding etc) to support your child.

Parents/Guardians/Caregivers are asked to reach out to the Coordinator/Manager of the specific location you are interested in registering for (see list of staff contact information here). Please be clear and thorough regarding your child's needs when you connect with BGC Program, staff. **When you reach out, it is helpful to us if you provide us with the following initial information regarding your child;**

- 1) Detailed information regarding your child's needs/supports required / any formal diagnoses
- 2) Your child's strengths and interests
- 3) If your child is involved with any other agencies/organizations in Kingston
- 4) What level of support do you believe your child will require (based on the levels of support listed above)

Once this information is reviewed, BGC Staff will follow up with you regarding your request and may request additional information before connecting you with the Program Inclusion and Behavioural Support team, like completing an [Individual Support Plan \(ISP\)](#) or completing the [Inclusion & Behaviour Support Matrix](#).

Once all the required information is collected, it will then be shared with the Program Inclusion Team, where it will be reviewed and evaluated by our team. We may also follow up with the Parent to request further information on specific needs to get an accurate picture of the qualifications and/or experience needed to support your child, and to determine the level of support your child will require based on our programs.

We offer 3 levels of support (**see details below**) however, please understand that our support allocation also depends on the number of Program Inclusion Workers available as well as funding. Regardless of the level of support indicated below, we will do our best to accommodate and fully include your child in BGC South East programs.

Basic Support

The Inclusion Team will work with the classroom/camp team to provide general support and resources in the BGC South East classroom/camp setting.

Enhanced Support

The Inclusion Team will try to provide enhanced (i.e., shared 2 or 3 children to 1 PIW; part-time) support to your child during BGC South East programs.

One to One Support

The Inclusion Team will try to provide 1:1 (i.e., full-time) support to your child during BGC South East programs.

We urge Parents/Guardians/Caregivers to ensure they are prompt with submitting forms, and information, and connecting with staff for required support. We will do our best to confirm if support is available as quickly as possible, however, this is contingent upon the submission and communication process with families.

Limited Registration or Support Allocation for Enhanced & 1:1

In the event that there are a high number of children/families requesting support, BGC South East may limit/reduce the number of days or weeks your child will be provided support, to ensure that all children are given the opportunity to participate in our camps/programs with their required support. **Children who require 1:1 support cannot attend programs on any days/weeks where they are not granted support.**

Eg. A family may request or register for 8 weeks of summer camp, however, we may only award the required support for 2-3 weeks.

In the event that the Parent/Guardian has already registered/paid for all 8 weeks, BGC South East will reimburse any fees paid in full for days/weeks where support is not granted.

****We ask that families plan/prepare for this while making arrangements for programs. We are grateful for your understanding as we do our best to accommodate as many children as possible at BGC South East****