

Supervisor check list	
Planning for a child with extra support needs	Date of Completion and Person Responsible
<b>When you have time to prepare:</b>	
Talk to the parent – ask questions about the child – any diagnosis? Speech and language? Behavior concerns?	
Meet the family and child	
Get consent forms signed	
Contact your SNR ( special needs resource consultant )	
Find out from the parent who is involved already? TPAS? IBI? Toronto speech and language? Another SNR? CMLT?	
Set up transition meeting with all involved agencies and staff in room	
Access CCSF emergency funds via your SNR	
Set up any necessary medical training or workshops for the staff i.e.: G tube feeding, epi pen training from parent, communication board workshop etc.	
Plan how the two SNR’s will overlap ( if transferring in from a centre where an SNR has already been involved )	
Set up appointments for SNR to visit and observe child	
Set up case conference after SNR visits, with the parents, staff team , supervisor and SNR	
Create site specific plan of action for child and for centre in conjunction with the staff and SNR –( sample attached )	
Ensure to follow de-escalating a volatile situation procedure after each episode	
<b>When no service agreements / you weren’t aware of any concerns:</b>	
Debrief with staff – calm them down – listen to them	
Make aware to the other staff the new concern i.e.: child is running away now	
Review safety plans – how we deal with a de-escalation	
Review behavior management and de-escalating volatile situations	
Talk to the parent – follow MCCS guidelines of dealing with a volatile situation	
Get consents signed	
Contact your SNR	
Document child in room – via the room staff, supervisor or another team member – include positives too	
Set up appointments for SNR to visit/observe	
Set up case conference meeting with SNR, room staff, parents and supervisor	
Create site specific plan of action for child and for centre with staff and SNR	
Arrange any medical training or workshops deemed necessary	

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Updated date