

# Appendices

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# Appendix: I

## Professional Resources

### Let's Get Started

**A free program for parents and their children  
(18 months to 3 1/2 years of age) who need  
additional developmental support.**

**PARENTS WILL RECEIVE:**

- Support and information from a variety of professionals
- Practical child development information and everyday strategies and ways to support your child's development
- An opportunity to play with your children in a safe learning environment
- An opportunity to meet other parents and children

**When:** Thursday, September 13, 20, 27  
October 4, 11, & 18, 2012

**Time:** 2:00 – 3:30

**Where:** Main Site – 32 Heath Street West

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## Screening Tools websites and Trainings

### Nipissing District Developmental Screen [www.ndds.ca](http://www.ndds.ca)

The NDDS can provide training for facilitators to assist customers with the correct use of the Screen.

To place a request for a trainer / facilitator, please contact a NDDS Business Manager, who will assist you with booking.

NDDS Business Manager,  
Nipissing District Developmental Screen  
P.O. Box 1493, North Bay, Ontario,  
CANADA P1B 8K6  
Phone: 705-752-5081 | Fax 705-752-4247

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### Toronto Preschool Speech and Language Services Communication Checklist for Children Birth to Age Four [www.tpsls.on.ca](http://www.tpsls.on.ca)

#### Preschool Speech and Language Services

416-338-8255 (voice) | 416-338-0025 (TTY) | 416-338-8511 (FAX)

Or call your local Quadrant

- East Quadrant 416-281-7445 (formerly Scarborough)
- Rouge Valley Health System - Centenary Site
- North Quadrant 416-491-1230 (formerly North York)
- North York General Hospital
- South Quadrant 416-921-4498 (formerly Toronto & East York) The Hanen Centre

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### Best Start – On Track Guide

[http://www.beststart.org/OnTrack\\_English/](http://www.beststart.org/OnTrack_English/)

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### Ages and Stages – ASQ:

The early identification of social and emotional problems in infants and young children is essential. ASQ:SE is a screening tool that identifies infants and young children whose social and emotional development requires further evaluation to determine if referral for intervention services is necessary.

Order securely online at [www.brookespublishing.com/asq](http://www.brookespublishing.com/asq)

Call toll-free 1-800-638-3775

## Registration Check list

Family: \_\_\_\_\_ Registration Completed ☐

Registration	Remarks/Follow up Etc
Describe LGS program	
Let them know the commitment: 8 wks (sign agreement)	
How did you hear about us?	
Where do you live?	
Age of child(ren)?	
Do you have concerns for your child? Dx?	
NDDS/ TPSLS checklist?	
Are you on a waitlist for services (where)?	
How many family members will be attending?	
Registered with MC- OEYC? Provide location information.	
Support coming to the program? (TTC tokens)	
Allergies or dietary restrictions?	
Favorite toy/ activity?	
Favorite Song?	
Name and phone number (let them know you will call a week prior to the program to confirm start date and other information.)	
Invite them to attend the drop in ahead of program to acquaint themselves to the space and staff. Give them directions and time when program is 'quieter' to support.	
Additional Comments	

### OUTCOME:

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**MOTHERCRAFT ONTARIO EARLY YEARS****"LET'S GET STARTED" (SEPT. 13 – OCT. 18)****TTC Tokens/Tickets Sign Off Forms**

<b>DATE</b>	<b>ADULT TOKENS</b>	<b>CHILD TOKENS</b>	<b>PARENT INITIAL</b>	<b>STAFF SIGNATURE</b>
Sept. 13/12				
Sept. 20/12				
Sept. 27/12				
Oct. 4/12				
Oct. 11/12				
Oct. 18/12				

## Mothercraft Ontario Early Years Centre

# Attendance Sheet

Page: 1 of 2

**Program Name:** Let's Get Started

Parent/caregiver only

**Location:**

Child only

☐

**Date(s) & Time(s):**

Child & parent/caregiver

☐

**Total hours:**

Professional

☐

☐ **Total Customer Satisfaction Questionnaires Distributed**

Media Event/Conference

☐

Adult and Child	Family Number Age of Child	Week 1 (Jan 28)	Week 2 (Feb 4)	Week 3 (Feb 11)	Week 4 (Feb 18)	Week 5 (Feb 25)	Week 6 (Mar 4)

## Waitlist Form

Page: 2 of 2

No.	ADULT'S NAME/ CHILD'S NAME	AGE OF CHILD	FAMILY NUMBER	PHONE NUMBER
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

## Mothercraft Ontario Early Years

### "Let's Get Started" Agreement of Attendance

Dear Parents/Caregivers:

The "Let's Get Started" Program starts on September 13, 2012 and runs from 2:00pm to 3:30pm. It is encouraged that the attendance of you and your child are consistent. Being able to attend will help in benefiting yourself and your child through consistent and developmentally appropriate interactions.

Mothercraft is dedicated to enhance, strengthen and support you and your child. Our overall goals of the program are to increase parent/caregiver skills and knowledge of their child's development as well as to familiarize the families with the various resources and community partners that are available to them.

The Agreement of Attendance Form is for staff, community partners and families to have a secure understanding of who will be attending the program and also allows for proper programming.

By signing this sheet you will be agreeing that you and your child will attend the "Let's Get Started" Program regularly, which will be held at the Mothercraft Ontario Early Years.

*\* If you are unable to attend a certain session (s), that will need to be discussed and agreed upon with a Mothercraft Ontario Early Years Staff Member within the "Let's Get Started" Program. Absences will be acknowledged on individual bases and circumstances.*

I \_\_\_\_\_, (name of parent/caregiver),  
have read, understood and agree with the stated Agreement of Attendance.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Mothercraft Ontario Early Years Staff

\_\_\_\_\_  
DATE



## Debriefing form for Early Years Centre staff & community agencies/professionals

### Confidentiality Note

Please remember confidentiality of clients at all times. Ontario Early Years Centre Staff are not permitted to share information pertaining to OEYC families with partnering agencies/professionals without written consent by families. Adhere to your organization's procedures and policies on documenting and sharing family/child information.

#### Remember:

- Discuss families in an unbiased, non judgmental manner
- Respect the confidentiality of families
- Do not write down any identifying information on children or families

Date \_\_\_\_\_ Week \_\_\_\_\_

Facilitators \_\_\_\_\_

### ABOUT THIS WEEK

What worked? (Programming, educational materials, schedule of the day, etc.)

What did not work? (Programming, educational materials, schedule of the day, etc.)

Was there information shared by families that require follow up? (ex. Professional would email or fax any follow up documentation and/or tip sheets for families to designated OEYC Staff)

### PREPARATION FOR COMMUNITY AGENCIES/PROFESSIONALS FOR FUTURE PROGRAM VISIT

What modifications and program preparations need to be made for the future to support the community professionals?

## Debriefing form for Early Years Centre Staff

<b>Confidentiality Note</b>	<p>Please remember confidentiality of clients at all time. Adhere to your organization's procedures and policies on documenting and sharing family/child information.</p> <p><b>Remember:</b></p> <ul style="list-style-type: none"> <li>• Discuss families in an unbiased, non judgmental manner</li> <li>• Respect the confidentiality of families</li> <li>• Do not write down any identifying information on children or families</li> </ul>
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Date \_\_\_\_\_ Week \_\_\_\_\_

Facilitators \_\_\_\_\_

### ABOUT THIS WEEK

What worked? (Programming, educational materials, schedule of the day, etc.)

What did not work? (Programming, educational materials, schedule of the day, etc.)

Was there information shared by families that require follow up? (ex. feeding concerns – OEYC Staff would print tip sheets for families to distribute in following session)

### PREPARATION FOR NEXT WEEK

What modifications can be made to improve for the following session? (ex. fidget toys, transition songs, etc.)

What preparation needs to be completed for following session next week? (ex. purchase of snack, programming, materials, contact professional to confirm time and location, etc.)

continued on back >

DESIGNATING ROLES
Who will contact the community professional?
Who will get resources for specific participants?
Who will get the food for snack?
Who will make the purchases?
<b>EXTRAS</b>

## Visuals for Song Board

If You're Happy



Old MacDonald



Sandy Girl



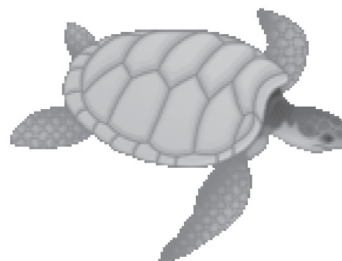
Sleeping Bunnies



Two Little  
Dinky Birds



I had a Little  
Turtle



ABC

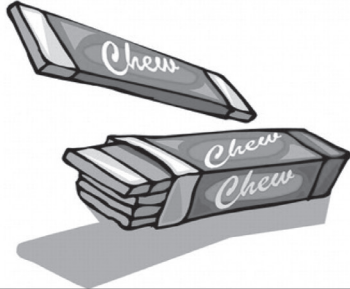
**ABC**

Rock me Gently



## Visuals for Song Board

**Sticky Sticky  
Bubble Gum**



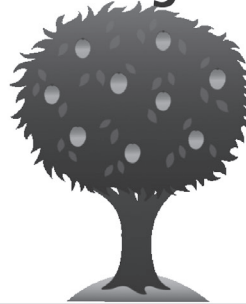
**Zoom Zoom Zoom**



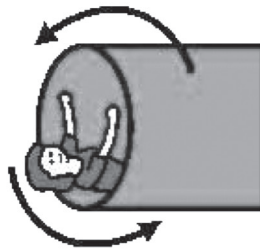
**Wheels on  
the Bus**



**Shake Shake  
your Mango Tree**



**Rolly Polly**



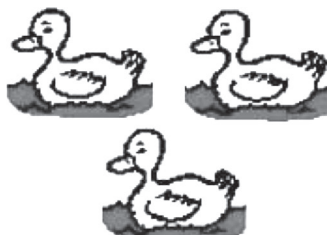
**Head and  
Shoulders**



**Row Your Boat**



**Three Little Ducks**



## Visuals for Song Board

**Put your fingers  
on your lips**



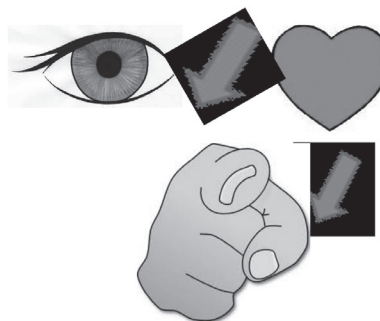
**Parachute play**



**Open them  
Shut them**

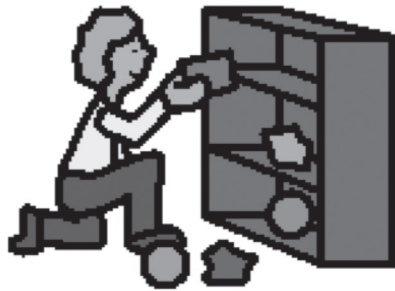


**I love you**



## Visuals for Routine

Clean Up



Circle Time



Playtime



Reading Time



Washroom



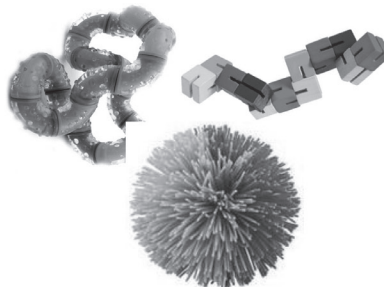
Snack Time



Gross Motor



Fidge Toy



# Appendix: II

## Our Community Partner Agencies

### About the Let's Get Started Program

**Let's Get Started** is designed for staff of Ontario Early Years Centres, Child and Family Centres and other family-serving community services who want to implement a play group for children with developmental concerns and their families. The **Let's Get Started** program brings together health and social services to deliver an accessible 6–8 week parent-child social play group program that responds to a family's immediate practical parenting and child development needs.

The **Let's Get Started** Program is designed to focus on a developmental domain (e.g., focus of week two is speech and language skills). Activities and materials are tailored to the individual needs. Parents/caregivers are encouraged to actively participate in play activities while staff model play-based learning strategies.

#### **Ideal model for the Let's Get Started program:**

- Parents/caregivers and children's program
- 6 – 8 families in the program
- 6 – 8 weeks in length (1 session per week)
- 1.5 hours per session
- Registration 1 – 2 weeks prior to start date of the program
- Facilitated by an Early Childhood Educator and co-facilitator
- Community professionals are invited into the program each week to provide formal and informal child development information and strategies to parents/caregivers



**Role of the Partner/Professional:** Each week a specialized professional from the community attends the program to share his/her areas of expertise and to provide practical child development information and everyday parenting strategies. This professional:

- Provides parents/caregivers general information on strategies to help build developmental skills.
- Integrates themselves into the program and model developmental specific play-based learning.
- Provides OEYC staff and families with general resource information on child development topics
- Leads a small discussion regarding a given topic in his/her area of expertise and answers general questions from parents and caregivers
- Describes his/her work and how he/she supports families.
- Provides information through brochures and flyers on his/her agency, organization and/or services provided.

To find out more about the Let's Get Started Programs go to: [www.mothercraft.ca](http://www.mothercraft.ca) or [http://www.mothercraft.ca/index.php?q=citykids-lets\\_get\\_started](http://www.mothercraft.ca/index.php?q=citykids-lets_get_started)  
Call CITYKIDS at **416 920-6543** or at [Citykids@mothercraft.org](mailto:Citykids@mothercraft.org)

## Our Let's Get Started Community Professional Phone Log

Date and Week [mm/dd/yy]	Professional contacted	Topic	OEYC Staff Preparations [Materials/ resources/toys, etc.]	Professional Preparations [Materials/ resources/toys, etc.]	Thank You Sent

Our Let's Get Started Community Professionals List

Date [mm/dd/yy]	Professional who attended LGS	Topic	Materials / Toys / Activities	Remarks / Comments

## Let's Get Started Program – Community Professionals/ Agencies: Template

Community agency professionals can play an important role within your program. Inviting specific agencies in to participate in your Let's Get Started Program can provide the following benefits.

Families waiting for services will meet a diverse group of professionals and have a better understanding of what those agencies do.

- Families will learn techniques to assist their child's development in areas based on the professional's scope of practice.
- Community professionals will be able to link families from a greater demographic to your program.
- You will strengthen partnerships and community ties.

When available, professionals can be invited to do the following.

- Talk about his/her area(s) of expertise.
- Describe his/her work and how he/she supports families.
- Give parents/caregivers general information on strategies to help build developmental skills.
- Lead a discussion regarding a given topic in his/her area of expertise and answers general questions from parents and caregivers
- Provide information through brochures and flyers on his/her agency, organization and/or services provided.
- Model development specific play-based learning.

The professional is not there to do an assessment or diagnose any children. If the professional feels more support is needed for individual children an appropriate referral can be supported.

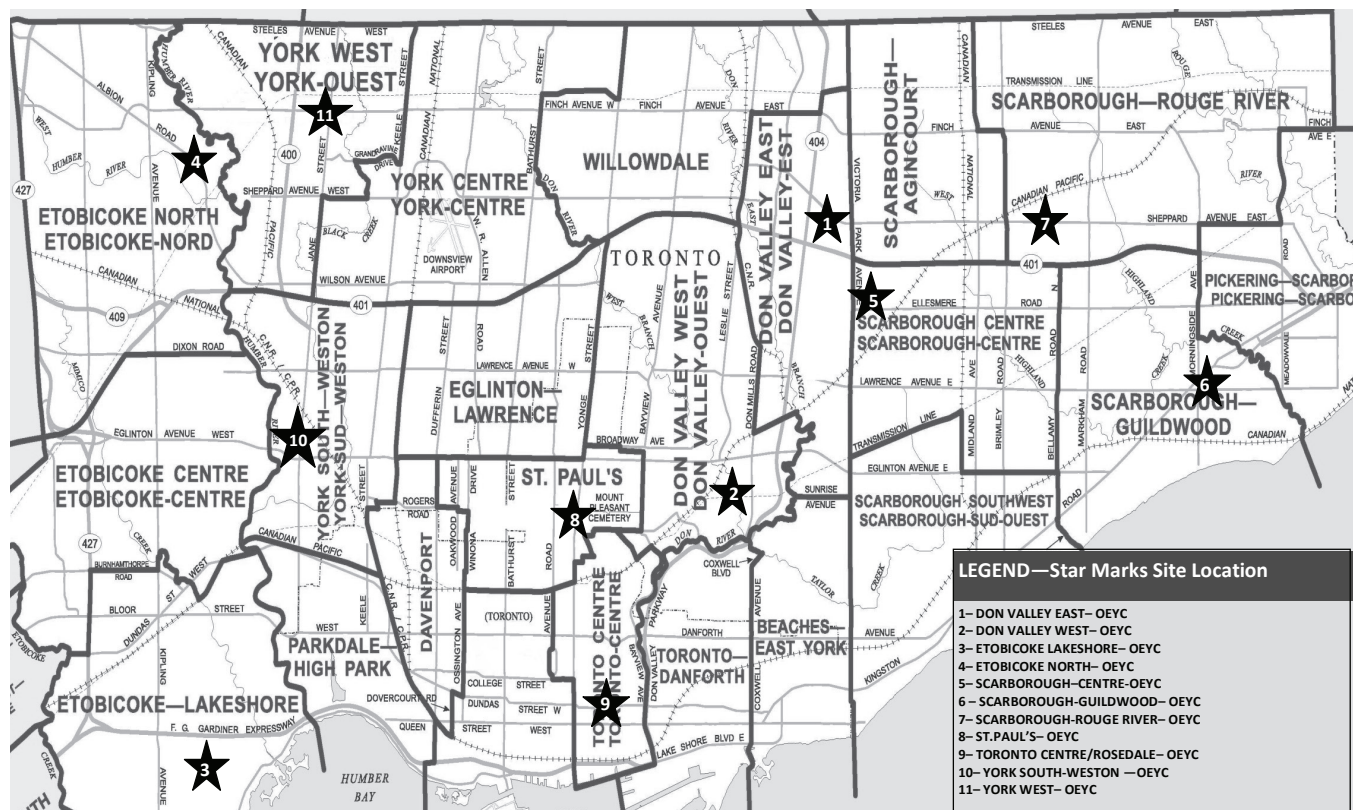
Refer to the following list for agency contact information. Please note that the following resources are based on availability.

### EXAMPLE:

AGENCY	PROFESSIONAL CONTACT	PHONE NUMBER / EMAIL	QUADRANT	AREA OF FOCUS
Community Living Toronto	Nancy Hendy Manager	(P) 416-371-3285 nhendy@cltoronto.ca	South, East York and Scarborough	<input type="checkbox"/> Communication <input type="checkbox"/> Play Skills <input type="checkbox"/> Social-Emotional <input type="checkbox"/> Self Help <input type="checkbox"/> Sensory <input type="checkbox"/> Motor <input type="checkbox"/> Other: Intro to Autism and Developmental Disability (training for Staff )
	Kelly Kearns Manager	(P) 416-3713560 Kkearns@cltoronto.ca	North York and Etobicoke	

AGENCY	PROFESSIONAL CONTACT	PHONE NUMBER / EMAIL	QUADRANT	AREA OF FOCUS
				<input type="checkbox"/> Communication <input type="checkbox"/> Play Skills <input type="checkbox"/> Social-Emotional <input type="checkbox"/> Self Help <input type="checkbox"/> Sensory <input type="checkbox"/> Motor <input type="checkbox"/> Other: _____
				<input type="checkbox"/> Communication <input type="checkbox"/> Play Skills <input type="checkbox"/> Social-Emotional <input type="checkbox"/> Self Help <input type="checkbox"/> Sensory <input type="checkbox"/> Motor <input type="checkbox"/> Other: _____
				<input type="checkbox"/> Communication <input type="checkbox"/> Play Skills <input type="checkbox"/> Social-Emotional <input type="checkbox"/> Self Help <input type="checkbox"/> Sensory <input type="checkbox"/> Motor <input type="checkbox"/> Other: _____
				<input type="checkbox"/> Communication <input type="checkbox"/> Play Skills <input type="checkbox"/> Social-Emotional <input type="checkbox"/> Self Help <input type="checkbox"/> Sensory <input type="checkbox"/> Motor <input type="checkbox"/> Other: _____
				<input type="checkbox"/> Communication <input type="checkbox"/> Play Skills <input type="checkbox"/> Social-Emotional <input type="checkbox"/> Self Help <input type="checkbox"/> Sensory <input type="checkbox"/> Motor <input type="checkbox"/> Other: _____

## Let's Get Started Programs: Map of Locations



## Let's Get Started Programs: Spring Calendar

The Let's Get Started program model emerged as a response to address the long waitlists for individualized diagnostic and intervention services for preschool children who have been identified with developmental concerns.

The Let's Get Started is a FREE program that brings together health and social services to deliver an accessible 6-8 week parent-child social play group programs that respond to families' immediate practical parenting and child development needs. The learning opportunities and materials are tailored to the individual needs; parents/caregivers are encouraged to actively participate in play activities while staff model play based learning strategies.

ONTARIO EARLY YEARS CENTRE	ADDRESS, MAIN INTERSECTION & LOCATION ON MAP	CONTACT NAME & PHONE NUMBER	PROGRAM NAME (some OEYCs use an alternate name)	PROGRAM DATES	AGE RANGE & DAY/TIME OF THE PROGRAM

# Appendix III

## Take home strategies

**Tip Sheet:** [Using Communication Posters](#)

**Tip Sheet:** [Everyday Opportunities to Practice Turn Taking](#)

**Tip Sheet:** [Activities That Encourage Sharing and Co-operating](#)

**Tip Sheet:** [Teaching your Child About Emotions](#)

**Tip Sheet:** [Encouraging Positive Behavior](#)

**Tip Sheet:** [Teaching Your Child To Get Dressed](#)

**Tip Sheet:** [Packing a Child-Friendly Snack](#)

**Tip Sheet:** [Using Visuals](#)

**Tip Sheet:** [Using Visual Sequences to Teach Self-Care Skills](#)

**Tip Sheet:** [Flip-Flop Over the Top Sequence](#)

**Tip Sheet:** [Toilet Training Sequence](#)

**Tip Sheet:** [Preparing Children for Transitions](#)

**Tip Sheet:** [Prompting and Fading techniques](#)

**Tip Sheet:** [Building Early Literacy Skills: Part 1](#)

**Tip Sheet:** [Building Early Literacy Skills: Part 2](#)

**Tip Sheet:** [Reading Develops Language Skills: A Parent Handout in Eleven Languages](#)

[www.connectability.ca](http://www.connectability.ca)