



**Umbrella Family and  
Child Centres of Hamilton**

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**1.5 INDIVIDUALIZED SUPPORT PLANS**

<b>MANUAL</b>	<b>Child Care Centre Program Policy Manual</b>
<b>SECTION</b>	<b>1- Belonging</b>
<b>POLICY</b>	<b>1.5 Individualized Support Plans (ISP)</b>
<b>LAST REVISED</b>	<b>June 19, 2024</b>

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**RATIONALE**

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“All children benefit from being in inclusive environments where they are able to participate and collaborate in meaningful ways and form authentic, caring relationships.” (HDLH 2014) UFCC will comply with the Child Care and Early Years Act and Regulations establishing requirements for Individualized Support Plans and Inclusive Programming.

**RESPONSIBILITY**

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All staff.

**PROCEDURE**

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UFCC staff shall ensure that an up-to-date individualized support plan is in place for each child with special needs who receives child care in a UFCC program. Individuals who have participated in the development of the individualized support plan shall be listed in the document or have signed it. This list of individuals shall include a parent of the child with special needs.

The plan will include:

- A description of how the child care staff will support the child to function and participate in a meaningful and purposeful manner while the child is in the care of the centre.
- A description of any supports or aids, or adaptations or other modifications to the physical, social and learning environment that are necessary to achieve the above.
- Instructions relating to the child’s use of the supports or aids referred to above or, if necessary, the child’s use of or interaction with the adapted or modified environment.

The plan referred to above must be developed in consultation with a parent of the child, the child (if appropriate for the child’s age) and any regulated health professional or other person who works with the child in a capacity that would allow the person to help inform the plan.

Staff will ensure that the program of the child care centre is so structured that:

- It will accommodate the individualized support plan of each child with special needs.
- The program is appropriate for the ages and developmental levels of the children with special needs receiving child care in the child care centre.

All policies and procedures are reviewed regularly to reflect Umbrella’s most current practice.



- The program is inclusive of all children.

The individualized support plan must be reviewed with staff, prior to their working in the program.

**Policy Attachments:** Individualized Support Plan (ISP) Template