



Clements Centre Society  
Children's Services

## **CHILD DEVELOPMENT TEAM HANDBOOK**

**A Guide for Parents & Families**



Serving the Cowichan Valley from Saltair to the Malahat, including Chemainus, Cobble Hill, Duncan, Kuper Island, Lake Cowichan, Mill Bay, Shawnigan Lake & Thetis Island

Clement Centre Society Children's Services consists of a Child Development Team, the Child Care Resource and Referral program and the Family Support Program

### **The Child Development Team**

Intake Coordinator  
Infant Development Consultants  
Occupational Therapists  
Physical Therapists  
Speech Language Pathologists  
Family Resource Consultant

### **Family Support Program**

This program provides opportunities for the development of socialization, recreation, leisure, self-help, and life skills in families with children ages six to eighteen who have been identified as having special needs. A youth day program, after school programs, an evening group, and one-to-one support are also available.

### **Child Care Resource and Referral (CCRR)**

The Child Care Resource and Referral program provides information and support to families in their selection of appropriate child care, and provides training and support to child care providers.



### **Child Development Team (CDT)**

Services may occur in a variety of settings; home, preschool, playgrounds, community clinics and in the CDT gym and therapy rooms. The CDT typically sees children aged birth to 5 years old. The last day of acceptance for service is February 28 of the year a child is eligible for school entry.

The CDT accepts referrals from parents, child care services, physicians, health units, and others. CDT works with families to make informed decisions regarding goals and appropriate treatment programs that best serve their needs.

**Infant Development Consultants** support families who are raising children age birth to 3 years who are at risk for/or have a developmental delay or disability. Through home visits IDP consultants work with the family to conduct assessments and set goals for development. Other supports may include toy and book lending, play groups and advocacy. Consultants have diplomas or degrees in early childhood development and are trained to assist families to develop skills to enhance their child's development.



**Physical Therapists (PT)** observe how your child moves and plays, and assesses any difficulties he/she may be having. In consultation with the family, the PT will set goals for functional movement and develop strategies to achieve them. These strategies may include lengthening and strengthening muscle groups, or may be games and play exercises that help develop a movement skill. Physical Therapists are registered at the College of Physical Therapists of BC.

**Occupational Therapists (OT)** assess one or more areas of your child's development: attention, sensory, fine motor (hand use), visual-perception and self-care (feeding, grooming, dressing, toileting). Together the OT and family will decide which areas need attention and develop ways through play or games to help your child improve his/her skills. OT's may also provide support for issues related to feeding and swallowing. Occupational Therapists are registered at the College of Occupational Therapists of BC.



### **Speech & Language Pathologist (SLP)**

work with children who have communication delays or impairments. The SLP will determine what your child understands (receptive language), what your child says (expressive language) and how your child uses his/her tongue and lips when speaking (articulation and oral motor skills). A SLP may provide support if your child is having any feeding or swallowing difficulties. Then the SLP will develop goals and strategies in consultation with the family. SLPs are registered at the Canadian Association of Speech Language Pathologists and Audiologists.

### **Family Resource Consultant (FRC)**

provides support to families involved with the Team. The FRC obtains and provides information to families regarding available resources and assists, if necessary, in advocating on the family's behalf. The FRC works closely as part of the team to plan and organize the referral and intake process. The FRC has a degree equivalent to their professional colleagues.



### EQUIPMENT LOAN SERVICE

The Child Development Team's Equipment Loan Service has items available for a short-term loan to families. This equipment may extend a child's independence, and enhance their ability to participate in home & community life,

### WAITLISTS

Waitlists are maintained when the demand for services exceeds availability. Families who are seeking services are provided with information regarding the estimated time frame to receive either an assessment or direct therapy services. Families are invited to inquire about the waitlist at anytime.

### DISCHARGE

All children are discharged as of June 30 of the year that they become eligible for school entry. This gives our team time to finish reports and participate in kindergarten transition meetings. Consultation services may be available for those children aged 5-6 when Kindergarten is deferred for a year **and** there is **no** current wait list.

Children under age 5 may be discharged when service is no longer required or 3 consecutive appointments are missed without notice.

### ADVOCACY

The Society supports the rights of individuals and their families with three methods of advocacy. Personal advocacy: were we advocate on behalf of clients and families. Self-advocacy: were we support clients and families to enhance their advocacy skills so they can advocate for themselves. Systems advocacy: were we advocate for support and change within the systems that affect our clients.

### CLIENT RIGHTS

The Society upholds the rights of all clients and families:

- to privacy and confidentiality; the Society abides by the provincial Freedom of Information and Protection of Privacy Act;
- to non-discrimination; the Society abides by the Canadian Charter of Rights and Freedom Sections 1 & 15;
- to see the information in your file that we created except where we have a duty to protect the privacy of a third party;
- to freedom from abuse, financial exploitation, retaliation, humiliation, neglect;
- to express their choice regarding services and the composition of the service team.

### FAMILY INVOLVEMENT

Families are valued members of the team and are strongly encouraged to participate in all aspects of their child's plan.

### RELEASE / CONSENT FORM

Release of Information to send/receive reports require your consent. You may indicate on the release form the agencies you want to share information with.

### CONFLICT RESOLUTION

If you have a complaint arising from the services offered by the Clements Children's Services, please discuss it with one of the team members. They will attempt to resolve the conflict according to CSS's complaint management policy.

### CANCELLATION OF APPOINTMENTS

Please phone if you need to cancel or change an appointment. If your child is unwell, appointments can be rescheduled

### CONTACT

Clements Centre Child Development Team  
5856 Clements Street, Duncan, BC V9L 3W3  
Phone 250 746-4135 Fax 250 746-1636  
[www.clementscentre.org](http://www.clementscentre.org)

Your Family Contact is: \_\_\_\_\_

Phone: \_\_\_\_\_