



Application Package

Thank you for applying to Autism Ontario – Toronto Chapter’s Social Skills and/or Chat and Cook Program. These programs are designed specifically for individuals with ASD to provide development of skills in critical areas of deficits.

To ensure your application is complete before you send it to us, we have created this package to assist you. Please check off the following as you complete them and send us this checklist and any other forms we require along with your submission by the deadline date. It is your responsibility to ensure this package is complete.

Application Checklist

To send to us:

- If you are applying for subsidy, it is strongly encouraged to **check** that your membership is current and up to date for the duration of the program you are applying for. If you wish to renew, a membership brochure can be found at www.autismontario.com. If you wish to apply for the subsidy, you can sign up to be a member now or at the intake session, but you must be a member before you attend the program. **BE SURE TO MARK ‘TORONTO CHAPTER’ ON THE MEMBERSHIP FORM.**
- I have filled out the *Application Questionnaire* and have included it in this package.
- I have included a separate sheet to give additional information to the facilitators about my child to consider when observing during intake.
- I have signed and dated the *Intake Policy Form* and included it in this package.
- I have signed and read the *Operating Procedures* of the program and understand the process.
- I will signed the waiver for outings and photographs prior to my child participating in the programs.
- I give my permission for my child’s application to be discussed between CLC and the program providers for selection purposes.



Application Questionnaire

I am applying for:

- Social Skills Chat and Cook Both Programs

Please print and complete **ALL** information:

Name (Parent): _____.

Address (including PC): _____.

Telephone: _____ Emergency No: _____.

Email Address: _____.

Are you a current member of AO? _____.

Do you wish to become a member? _____.

Membership Number: _____.

Child's Name: _____.

Male or Female _____ Child's Birth Date: _____.

Grade completed as of June 2011 _____.

In order to provide effective instructional programming please answer the following:
(Attach a separate sheet if you require additional room)

1. Describe the communication functioning level of your child. (Please include whether your child is verbal, echolalia or non-verbal).

2. Describe the following behaviours in detail as they apply to your child:

Aggression:

Self Stimulatory Behaviours:

Instructional Control/Non Compliance:

3. Describe the social functioning level of your child. For example are they at a beginning, intermediate or advanced level? Explain

Please use this section to include anything else you would like the facilitators to know about the applicant. (i.e. Goals, interests, cognitive ability etc).

I have read, understood and accept the Autism Ontario – Toronto Chapter Intake Policy form.

Yes

I have read and understand the Operating Procedures.

Yes

I give permission for my child's application and contact information to be discussed between Autism Ontario Toronto Chapter staff and the program provider staff.

Yes

Parent signature / Date

Print Parents Full Name

Print Childs Full Name



Social Skills/Chat and Cooking Program Intake Policy Form

General Policies

1. Upon a child's acceptance to a program(s), monthly post-dated cheques are required.
2. Each Social Skills program consists of 12 sessions; Each Chat and Cook program consists of 9 sessions.
3. Parents commits to fees for the full program, regardless of attendance.
4. Preference will be given to current Autism Ontario ***Toronto Chapter*** members for available program openings. Participants can apply for membership before the program.
5. Programs are designed for children with Autism Spectrum Disorder.
6. Application Packages will be required for each intake. These forms will be viewed and used for programming purposes by program facilitators and Autism Ontario Toronto Chapter Staff. All personal information will be kept confidential as per Autism Ontario Privacy Policy.
7. Children will be considered for program(s) only if they attend the intake session. Exceptions to this rule if there are exceptional circumstances such as medical conditions.
8. ***Taxes are not included in prices quoted.***
9. Food costs are extra, but we will try to keep costs at a minimum.
10. ***Facilities can not be guarantee to be 100% nut free (allergies) and cooking may not be 100% GF/CF.***
11. The program intake is drop off only. Parents and children will be in separate rooms during the intake session. Children will be evaluated by the program facilitators during the intake session while parents are provided with program information by Autism Ontario Toronto Chapter program co-ordinators.
12. At intake, parents will identify any special medical, dietary or allergy concerns that may affect the health and safety of the child or others.
13. Should a child be asked to leave one of the camp programs due to instructional control, behavioural issues, social and language descriptions, a refund will be issued for the remaining sessions that were pre-paid.
14. Siblings may be considered if there is availability.
15. AUTISM ONTARIO TORONTO CHAPTER will not deal with external agencies/organizations for payment. An NSF fee of \$30.00 will be charged for returned cheques and the possibility of non admittance to the child for remaining sessions.
16. Location and time of programs will be determined after the intake. They will be determined by the participant's availability and home address.

I acknowledge, by signing below, that I have read, understand and agree to the intake, program and subsidy policies and in the Social/Chat and Cook Program operating procedures document.

Parent signature / Date

Print Parents Full Name

Print Childs Full Name



Social Skills/CHAT and Cook Programs Operating Procedures

Intake Process

1. AUTISM ONTARIO TORONTO CHAPTER (AO-TO) Executive votes once a year at least 4 weeks prior to the session intake to fund. AO-TO determine the number of spots available based on budget. The number of spots may vary between the sessions.
2. AO-TO will contract out the Programs to a 3rd party provider – these sessions will be facilitated by Children’s Development Group.
3. AO-TO will solicit intake applications from memberships, non-members and outside organizations and both school boards. Location and times will be determined based on the participants.
4. Parents must attend the parent information session during the intake session.
5. AO-TO and CDG will jointly pre-screen all intake applicants based on the following criteria: instructional control, behavioural issues, social and language descriptions, potential groupings and will select applicants to be called for intake based on the above criteria.
6. AO-TO and CDG will jointly determine chosen participants determined by group compatibility and criteria noted above.
7. AO-TO program co-ordinator will then phone all applicants. Those chosen applicants will be given time, date and location for intake. Those applications not chosen will be given an explanation as to why there were not selected whether it is for incomplete application, budgetary reasons, or insufficient numbers to form a group. They will be placed on a waiting list.
8. There will be at least one intake for applicants to attend. The purpose of the intake is to observe the pre-screening criteria of the applicant. Caregivers must attend the entire parent information part of the intake.
9. AO-TO and CDG will choose successful applicants based on criteria above.
10. Once a final list of applicants is selected the list then goes to the treasurer to calculate the total cost based on subsidy amount. CDG will get the final list.
11. AO-TO Staff will contact successful applicants to ensure they will accept spot and be advised of payment requirements. Parents are required to decide one week prior to the start date whether to accept or decline the position. If Parents do not contact one week prior to program start date, it will be assumed that the parent has declined the position.
12. AO-TO will make every effort to determine the location in the area of the participants/groups (working with the Toronto Catholic School Board High School staff.) It will be determined based on the availability of the site.

13. Parents shall provide post dated cheques prior to or at the first session.
14. There will be one parent meeting during the 9 or 12 week program.
15. All guests will have to be approved by parents, CDG and AO-TO and have signed confidentiality/privacy forms.

PROGRAMMING:

1. AO-TO is responsible for ensuring room(s) are available on sessions dates.
2. CDG will design the program, including group and individual goals.
3. CDG will evaluate individual progress using: anecdotal observations and records; profiles of individual and social developments and behavioural checklists. Parents may require reviewing CDG evaluation tools.
4. CDG will ensure that AO-TO is aware of all facilitators facilitating sessions.
5. Parents are to drop off and pick up children for outings (determined during the program).
6. Parents will have to sign waivers for outings and photographs
7. All facilitators will be required to sign confidentiality agreement
8. The ratio of facilitators to children shall be at least 1 facilitator to 3 children for children under 12 and 1 to 5 ratio for children 12 and over as per AO provincial requirements.
9. Attendance will be tracked by CDG to insure all participants are present and will inform AO-TO of any absences.

BILLING:

1. AO-TO will provide invoices at the beginning of the program, and will require payment prior to the program.
2. AO-TO will charge parents in accordance with subsidy policy and previously announced costs.
3. CDG will bill AO as per cost spread sheet.
4. CDG will invoice AO-TO and be paid monthly or in accordance to executive agreement..
5. A refund, for missed sessions, will only be given where a child has been requested to leave the program for aggressive, safety or incompatibility reasons. This will happen after an incident report and with parental involvement and joint discussion.
6. AO-TO will not accept payment from third parties.

OTHER:

1. AO/CDG may ask for a child to leave a program group for issues such as incompatible behaviours, cognitive skills, inability to take direction independently, etc.
2. AO-TO will then select an appropriate replacement child off the waitlist if a vacancy becomes available.
3. AO-TO will ensure that parents meet all billing and intake policy requirements prior to the child entering to the program.

4. Procedures and Policies may be changed or updated from time to time. Any changes will require AO-TO executive approval and consultation with CDG.
5. CDG will provide appropriate police screening for all facilitators. CDG will adhere to AO ratio factors.
6. In case of inclement weather and where the group has to be cancelled, the missed date will be made up at the end of the session.
7. Parents need to be aware that this is not a therapy session.

Parent signature _____ / _____ Date

Print Parents Full Name _____ Print Childs Full Name _____



*Social Skills/CHAT and Cook Programs
Subsidy Policy*

CHAT AND COOK SUMMER CAMP

9 WEEK PROGRAM (2 hours - once a week)

\$163.75 Plus TAX for Autism Ontario – Toronto Chapter members

\$313.75 Plus TAX for non-members

SOCIAL SKILLS SUMMER CAMP

12 WEEK PROGRAM (2 hours - once a week)

\$200.00 Plus TAX for Autism Ontario – Toronto Chapter members

\$400.00 Plus TAX for non-members