

Program Guide

Kidstart Pediatric Therapy • Therapy Integrated Learning Program (TILP)

Welcome to the Therapy Integrated Learning Program (TILP): A Guide for New Families

1.0 A Warm Welcome to Our Community

On behalf of our entire team, I am delighted to welcome you and your child to the Therapy Integrated Learning Program (TILP). It is an honor to partner with you, and my goal with this guide is to ensure you feel confident and prepared as you begin this important journey. This packet is designed to be a comprehensive resource, making your transition into our community as smooth and supportive as possible.

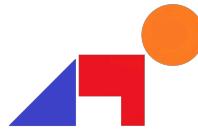
Our mission is to provide a secure, nurturing, and inclusive therapy-integrated learning environment where children aged 3-6 can grow, play, and thrive. We are committed to fostering each child's development in communication, sensory regulation, and participation, building a strong foundation for lifelong learning and success. We believe that every child deserves the opportunity to grow in confidence, communication, and independence through the power of play and connection.

This mission is guided by our four foundational values:

- **Connection:** Children thrive when they feel safe, seen, and supported by the adults and peers around them.
- **Collaboration:** Families and professionals working together as true partners strengthen every child's progress.
- **Consistency:** Predictable routines and clear expectations build a child's confidence and capacity for self-regulation.
- **Curiosity:** Fostering a love of learning through play encourages creativity, problem-solving, and engagement.

The TILP model is a unique, interdisciplinary, play-based program designed for children who may find traditional preschool or daycare settings challenging. Our program blends evidence-based education and therapy into a seamless daily experience. By weaving therapeutic strategies into every activity, we help your child build strong foundations in self-regulation, communication, and developmental readiness, preparing them for success in their community and beyond.

This unique environment is made possible by our dedicated team of experts, who work together every day to guide your child's growth.



2.0 Our Integrated Team: The Experts Guiding Your Child's Growth

The strategic advantage of the TILP model lies in our interdisciplinary team. Unlike traditional programs where therapy is often a separate appointment, our experts are active, daily facilitators within the classroom. This integrated presence ensures that therapeutic principles are practiced in real-time, every day, turning every moment into a purposeful learning opportunity. This means your child receives coordinated, consistent support from a team that is always aligned to their goals and strategies.

Here are the core professionals who will be guiding your child's journey:

Occupational Therapists (OTs): Our OTs help your child build the skills needed for daily living, from motor development to self-care. They design sensory-friendly environments and calming routines that help your child regulate their body and emotions, allowing them to be ready for learning. Through fun, movement-based activities, they help your child build confidence in everything from holding a crayon to navigating the playground.

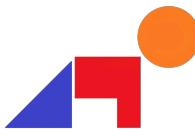
Speech-Language Pathologists (SLPs): Our SLPs help your child find their voice and connect with others. They embed communication and language strategies into every part of the day—from circle time to peer play—so that learning to communicate happens naturally. By using visual support and modeling language, they help your child learn to express their needs, understand others, and build meaningful social relationships.

Behaviour Consultants (BCs): Our BCs focus on understanding *why* behaviours occur and provide proactive strategies that support positive engagement and emotional regulation. They help create predictable routines and teach your child the tools they need to manage transitions and navigate social situations successfully. Their child-centered approach ensures your child feels supported and understood, which empowers them to participate and learn.

Early Childhood Educators (ECEs): Our ECEs are the leaders of the classroom, implementing a play-based curriculum that sparks curiosity and promotes classroom readiness. They are experts in fostering positive social interactions and independence. Working hand-in-hand with the therapy team, they ensure every activity is not only engaging but also intentionally supports your child's individual therapeutic goals.

This collaborative structure ensures your child's care is holistic and purposeful. For example, a single fine motor art activity is co-designed by the OT (for grasp and control), the SLP (for language and vocabulary), and the BC (for cooperative behavior and engagement). Every learning moment is a therapeutic one, guided by a team working in unison to support your child's success.

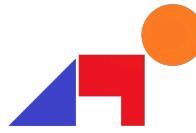
3.0 A Day at TILP: Our Predictable Routine for Learning and Success



A predictable and structured daily routine is the backbone of our program. This consistency helps children feel secure, which in turn builds their confidence and reduces anxiety. By knowing what to expect, children can focus their energy on learning, playing, and connecting with others. This predictable rhythm is essential for developing self-regulation, independence, and the readiness skills needed for future school environments.

Below is a sample schedule for our morning program, outlining the activities, their therapeutic purpose, and the professional roles leading each part of the day.

Time	Activity	Purpose and Focus	Roles
8:30-9:00	Arrival and Free Play	Smooth transition, social engagement, sensory exploration.	ECE greet families; designated therapists observe and support transitions
9:00-9:20	Circle Time	Build communication, attention, and group participation.	SLP/ECE leads; ECE or designated therapist use visuals to guide routine
9:20-10:00	Individual or Small-Group Therapy	Targeted skill development in specific goal areas.	Designated Therapist (OT/SLP/BC) conducts 1:1 sessions; ECE leads remaining children in activities
10:00-10:20	Snack Time	Encourage independence, fine motor skills, and social skills.	Therapists support adaptive routines; ECE leads remaining children
10:20-10:40	Gross Motor Activity or Movement Time	Gross motor skills, teamwork, and sensory regulation.	Therapists embed goals in play or Designated Therapist (OT/SLP/BC) leads; ECE facilitates or supports the activity
10:40-11:00	Transition and Clean-Up	Teach responsibility and practice self-regulation.	ECE uses songs or visual cues; therapists assist children needing extra support
11:00-11:45	Learning Centers	Exploration, creativity, and problem-solving.	ECE leads; therapists integrate goals naturally
11:45-12:00	Closing Circle or Story Time	Reflection, comprehension, and emotional connection.	SLP leads; ECE supports



12:00-12:30	Dismissal	Smooth transition to home with family debriefing.	ECE and therapists debrief families and share key updates
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The true power of this routine is how therapeutic goals are intentionally embedded into every activity. Therapy is not an isolated event; it is woven into the fabric of the day. For example, a single **Learning Centre** art project is co-designed by the entire team: an OT may structure the activity to support grasp and control, an SLP will integrate opportunities to build language and vocabulary, and a BC will provide strategies to encourage cooperative play and engagement.

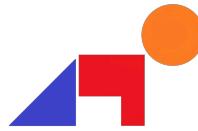
This structured and therapeutic day is made possible through a strong, collaborative partnership between our staff and our families.

4.0 A Partnership with Purpose: Our Commitment to Communication

We believe that the relationship between TILP and our families is a vital partnership. This philosophy is captured in one of our core communication principles: "Families are partners, not receivers of directions." Your insights, experiences, and goals are invaluable to us. A collaborative approach ensures that your child experiences consistency between home and the program, which is essential for generalizing new skills and fostering lasting progress.

To support this partnership, we have established clear communication channels and expectations for both families and staff:

- **Regular Updates:** We use Parent Communication Logs to provide summaries of key updates, celebrate successes, and share strategies, ensuring you are always connected to your child's progress. These are provided at least bi-weekly.
- **Parent-Team Meetings:** We schedule periodic meetings to collaboratively review your child's progress, update the goals in their Individual Treatment Plan (ITP), and discuss next steps to ensure we are always aligned and working together effectively.
- **Family Responsibilities:** To ensure the success of our partnership, we ask that families:
 - Arrive on time for drop-off and pick-up.
 - Communicate any absences or late arrivals in advance.
 - Review communication logs and updates from the team regularly.
 - Share relevant information about your child's health, well-being, or any family transitions that may impact their day.



- **Staff Commitment:** Our team is committed to:
 - Maintaining a consistent, predictable, and safe routine.
 - Modeling calm, empathetic, and respectful communication.
 - Collaborating across disciplines to provide unified support.
 - Ensuring the confidentiality of all child and family information.

Resolving Concerns

Open communication is encouraged at all times. If you have any concern, we ask that you first discuss it with the Lead Instructor or Behaviour Consultant. This allows the individuals working most closely with your child to address the issue directly. If the matter remains unresolved, a meeting with the Program Director may be requested.

We are deeply committed to this partnership and believe that open, respectful communication is the key to your child's success. This partnership is supported by the formal policies and agreements that create a foundation for a safe and consistent program.

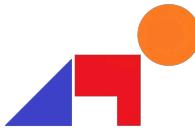
5.0 Program Policies and Agreements: A Foundation for a Safe and Consistent Environment

The following policies are not intended as restrictive rules, but as essential agreements that ensure a safe, predictable, and high-quality program for every child and family. Your understanding and adherence to these policies allow our team to focus on what matters most: supporting your child's growth and development.

5.1 Enrolment, Schedule Changes, and Withdrawal

- **Registration:** Your child's enrolment is complete upon receipt of the signed registration package and the following non-refundable fees:
 - \$100 administrative and materials fee
 - \$25 one-time emergency kit fee
- **Schedule Changes:** Please provide at least one full month's written notice if you wish to change your child's schedule. All changes are subject to space availability and administrative approval.
- **Withdrawal:** A minimum of one full month's written notice is required to withdraw from the program. Notice must be provided before the 1st of the month for withdrawal at the end of that month.

5.2 Tuition, Fees, and Funding



Program fees are billed monthly and reserve your child's placement, regardless of attendance. Refunds or credits are not provided for missed days due to illness, vacation, or program closures.

- **Deposit:** A deposit equal to one month's tuition is due at registration and will be applied to the final month's fees, provided proper notice is given.
- **Payment Due:** Tuition is due on or before the first business day of each month.
- **Late Fee:** A \$50 late fee will be applied after a 3-day grace period.
- **Funding:** Families using the Autism Funding Unit (AFU) are responsible for ensuring their funding is active prior to starting the program. Parents are responsible for covering any fees not paid by the funding body.

5.3 Program Hours and Attendance

The program operates on Monday, Wednesday, and Friday. Punctuality is crucial for smooth transitions. Please drop your child off on time and plan to arrive 10 minutes before the scheduled pick-up time to allow for debriefing.

- **Late Pick-Up:** A late fee of \$1 per minute may be applied.
- **Absences:** If your child will be late or absent, please notify staff by email or phone before the session begins.

5.4 Program Closures

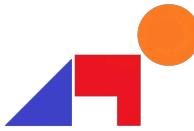
There are no classes on statutory holidays. In addition, the program is closed on the last Friday of each month for a scheduled Professional Development (Pro-D) Day. These days are essential for our multidisciplinary team to collaborate on treatment plans and engage in training to ensure the highest quality of care. Tuition is not adjusted for these planned closures.

5.5 Health and Wellness

To protect all children and staff, please keep your child at home if they are unwell (e.g., have a fever of 38°C or higher, vomiting, or diarrhea). Your child must be symptom-free 24 hours before returning to the program. If a child becomes ill during a session, parents or emergency contacts will be notified for immediate pick-up.

5.6 Safety and Security

- **Sign-In and Sign-Out:** For the safety of all children, a parent or guardian must sign their child in upon arrival and out upon departure each day. This is a mandatory policy for accurate attendance and accountability.



- **Duty to Report:** All staff members are legally required under the Child, Family and Community Service Act to report any suspected child abuse or neglect to the Ministry of Children and Family Development (MCFD). This is a legal and ethical obligation to protect the well-being of every child.

These agreements help us maintain a consistent and secure environment, allowing us to proceed to the final steps of your enrolment.

6.0 Your Onboarding Checklist and Contact Information

We are so glad you have decided to join the TILP community! The final steps to complete your enrolment are straightforward. Please use the following checklist to ensure all necessary forms and payments are submitted.

1. **Complete and Sign the Registration Package:** This includes the Parent Contract, the Consent and Communication Agreement, and the Photo & Video Consent Form.
2. **Submit Initial Payments:** Please submit the non-refundable \$100 administrative and materials fee and the \$25 emergency kit fee.
3. **Provide Funding Information:** If applicable, please provide your approved Autism Funding Unit (AFU) documentation or information regarding other funding sources.
4. **Share Medical and Emergency Contact Information:** Ensure that all medical, allergy, and emergency contact sections in your forms are completed accurately and in full.

Kidstart Pediatric Therapy Address: 3355 North Rd #220, Burnaby, BC V3J 1H9 **Email:** info@kidstartpediatrictherapy.com

We are all looking forward to getting to know your child and partnering with you. Welcome to the TILP family.