

MEMORANDUM

TO: All Education Assistants and Child and Youth Care Workers

FROM: Patrick Klassen, Director of Learning Services – Inclusive Learning

CC: Elementary & Secondary Principals, Nicole Braid, Daun Frederickson, Stacey Jones

DATE: September 15, 2023

RE: **Education Assistant & Child & Youth Care Worker Sub-Book**

Please find the current Education Assistant (EA) and Child and Youth Care Worker (CYCW) guidelines for their sub-books. These guidelines should be used when creating sub-books, as we are looking to create a district standard to ensure the safety of all students and staff. To better suit your program/student it is important to individualize these documents to target your school context.

Important:

- All EA & CYCW Sub-Books should be in the same yellow coloured duo tangs.
- All EA & CYCW Sub-Books should be kept together.
- Sub-Books contain confidential information and should be kept in a secure location at the office.
- IEPs or other confidential documents (such as, doctors reports) are not to be included in Sub-Books.
- Information sheets (such as, schedules, specific notes on students) should be shredded at the end of the year.
- All Sub-Books should be reviewed by the case manager and administration and signed.

Page Order:

1. Welcome Page
2. Immediate Concerns
3. Schedule
4. School Map
5. Student Profile: Key information about the student(s)
6. Employee Safety Plan (If needed)
7. Behaviour Support Plan (if needed)
8. Medical Support Plan (if needed)
9. Review and Signature Page
10. Some Lined Paper to leave notes.

An example of the above documents are attached below. One might consider using tabs to make the information easier to navigate.

Sincerely,

Patrick Klassen

Welcome To **Insert School Name!**

Thank-you for coming in and covering my position for the day. Here is my EAOC book and within it you will find all you will need to have a successful day working with the students. If you have any questions, please make sure to speak with **Case Manager's Name**, as **he/she/they is/are** the school's Inclusion Team Teacher.

People to know:

School Principal
School Vice-Principal
Administrative Assistant
Administrative Assistant

Contents:

- Immediate Concerns
- My schedule
- School Map
- Key information about the students
- If applicable, a Safety Plan (Please read and sign)
- If applicable, a Behaviour Plan
- If applicable, a Medical Support Plan
- School Information

*** Please remember that everything in this folder is **confidential** and should only be discussed with people who are attached to the student.

Thank-you again for coming in. I know you will enjoy your day!

The information in this duo tang is confidential.

Immediate Concerns

This sub-book belongs to: _____

Quick Info:

Employee Safety Plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>Please read, review and sign the plan.</i>
Behaviour Support Plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>Please read, review and sign the plan.</i>
Medical Support Plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Allergies:
			Toileting:
			Other:
Recess/Lunch Supervision	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Please go to _____ area/ room _____ at time _____ to supervise _____.
Students on Bus	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Please take _____ student(s) name(s) _____ _____ to bus at time _____.

Please remember to return this sub-book to the office at the end of the day.

The information in this duo tang is confidential.

Schedule

This will be individualized for the school context.

Please ensure the following is clearly articulated on the schedule:

1. Times and room numbers or locations throughout the day.
2. Teachers names are identified.
3. Students being supported in each block.
4. Breaks

School Map

This will be individualized for the school context.

Please ensure the following is clearly articulated on the map:

1. The rooms are highlighted and the classroom numbers are clearly visible.
2. Areas where the worker can take a break (such as the staff room, and usable washrooms).
3. Pick up and drop off for students on the bus (if applicable).
4. Areas of supervision (if applicable).

Key Information About the Student

This will be individualized for each student and can be done in paragraph form, table form or point form.

Key information to include:

1. Student name, grade and preferred pronouns.
2. Identified communication needs (PIC Symbols, Sign Language, iPad, Touch Chat, etc.)
3. Strengths and stretches
4. Likes and dislikes
5. Reward plans or a list of preferred activities
6. Positive peer interactions
7. Level of supervision or school areas of concern (Playground, cafeteria, etc.)
8. **A general flow to the time you spend with the student. This can be either a block of time and an example of what that might look like, or a plan for the day, if you are with the student for extended periods of time.**

School Information

Information that can be included in this section:

1. School Hours
2. Evacuation Plans (For ex. Noting if a student needs lifts or access to the muster point)
3. Accident/ Incident Reporting Guidelines (see documents from district health and safety department)
4. Updated hold and secure, lockdown or evacuation drill procedures.

Permission to photocopy any of this material must be given by a school administrator.

The information in this duo tang is confidential.

Review and Signature Page

This Sub-Book has been reviewed by:

Position & Date	Name	Signature
Principal		
Vice-Principal		
Case Manager		
EA or CYCW		

This page should be reprinted and signed each time it is updated.

Employees on-call please sign and date below that you have reviewed this sub-book.

Date	Name	Signature
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