



INCLUSION SUPPORT PROCESS AT CAMP

PSP Recreation is committed to creating a safe and inclusive environment where participants can participate regardless of their situation. The purpose of the Inclusion Support Process is to better identify the participant's needs and to determine specialized support when it is indicated or requested. The purpose of this process is to identify and trigger alerts for additional support prior to the commencement of the program. The goal of this process is to help initiate an orientation process to better support the participant and to develop a support plan that can be implemented during the program.

At PSP, we recognize the importance of inclusion and strive to make all our recreation programs accessible to everyone. However, there may be times when specific program objectives, such as safety or specialized instruction, make it difficult to accommodate certain individuals or groups.

We understand the importance of providing support to families and children who may not be able to participate in our recreation programs due to limited resources or program objectives that do not allow for inclusion. In such cases, we aim to provide alternative options that may be more suitable for their needs. This could include referring families to other community resources or programs that may be able to meet their specific requirements.

For the Borden Community Recreation 2026 Summer Camp Program, four Inclusion Facilitators will be part of our team of staff. This will provide 4 spots for inclusion support per week at the camp. Allocation of these four support spots, will be on based on the following inclusion support process.

1. Parents/caregivers of a child who requires these services are asked to email recreation.borden@cfmws.com requesting a spot beginning 25 March 2026 at 0900hrs:
 - With request of service, please identify which weeks support is being sought and the preferred weeks for a spot (rank the weeks, 1st choice, 2nd choice, 3rd, etc.);
 - Upon receipt of the request, families will receive an Individualized Child/Youth Support Profile. Please complete the document and return within a week of the profile being received as this will assist in determining the level of support required for one inclusion spot;
 - We are aware that not all participants who require facilitator assistance require 1 on 1 support, and we will match facilitators to children to benefit the most participants that we can. For instance, one spot may mean two children to one Inclusion Facilitator. Thus, the allocation of an inclusion spot will be based on the differing needs of the children.
2. Beginning 13 April 2026 Inclusion Facilitator spots will begin to be assigned where families will be allocated 1 week of support. This will be on first come first serve basis of the above steps with Regular Members taking priority.

- Families will be contacted to advise them of their assigned week for an inclusion spot. The following additional steps of the inclusion support process where we will then be requesting to meet with each parent/guardian and child to review specific needs and Inclusion Support requirements. During this meeting, an individualized child/youth support profile will be created.
3. Beginning 4 May 2026, any remaining Inclusion Facilitator spots for each week will begin to be assigned. At this time, families who have been allocated 1 week already, will have their preferred weeks reviewed and additional spots may be offered to a child/youth based on availability of spots.
 4. By 11 May 2026 all families who have requested support will receive an email outlining the week(s) that their child(re) have been allotted an Inclusion Facilitator.
 5. After all inclusion spots have been filled any other families requesting the service will be notified that we are currently full and families may request to go on waitlist for an inclusion spot should one become available.
 6. Any child is welcome to bring in their own facilitator so that they may attend camp (at parents organizing and with completion of required support worker forms).
 - Funding for families bringing their own facilitator can be sought through;
 - Canadian Tire Jumpstart – <https://jumpstart.canadiantire.ca/>
 - SISSIP – <https://CFMWS.ca/insurance-fianance>
 - Support Our Troops – <https://supportourtroops.ca/>
 - We Are the Villagers - <https://watvnew.com/>
 - Youth Reach - <https://youthreach.ca/>

Please note that if you do not request inclusion services and do not provide a facilitator for your child to attend camp your child could be removed from the Summer Camp Program if it is not safe for your child to be attending without the extra resources of a facilitator.

The level of support that can be offered from one CAF location to another may vary based on program space, accessibility, resources and availability of trained inclusion support staff. Participants and staff safety is our top priority and therefore it is important to acknowledge that there are limitations within PSP locations, as well as limitations to the level of support our Recreation Inclusion Support Facilitators can provide.

The Borden Community Recreation Department goal is to set each child that attends our Summer Camp Program up for success. If you have any questions about our Inclusion Support Process please email us at recreation.borden@cfmws.com. We would like to thank you for your commitment to working with us to ensure the best experience for your child(ren).