

## **Lawson and Ennerdale Children's Respite**

### **Lawson Children's Respite**

1712 Ellesmere Road  
Scarborough, ON M1H 2V5  
416.438.5458 or 416.438.5396

### **Ennerdale Children's Respite**

203 Ennerdale Road  
Toronto, ON M6E 4E1  
416.789.9867

## **1. Referral and Application Process to Respite**

Respite at Community Living Toronto is available to all children and youth with a diagnosis of Intellectual Disability and/or Autism Spectrum Diagnosis. We provide support to children between 2-17 years of age who reside with parents or caregivers living in Toronto.

**Tour:** Families and caregivers can contact the Program Supervisors or designate to schedule a tour. A respite application package will be given to the family for completion. At the end of the tour, we will discuss your respite needs and plan for the next steps. An observation/initial short visit can be booked once the completed intake package has been received.

**Please Note:** A medical form must be completed by the child's physician before scheduling a first observation visit. Once this is submitted, the Supervisor/designate will schedule the first Observation Visit.

**Lawson's Description of Program:** Lawson Children's Respite Program has two units with their own set of bedrooms, bathrooms, as well as a common area. Children have the option of spending the night or just a few hours in our camp like environment. Activities include: sensory room, outdoor playground, gymnasium, games, arts & crafts, computer, personal internet access, and all community based outings. All activities are planned to meet the needs of the child. All meals and snacks are provided, and any dietary restrictions are accommodated. The Program is equipped with video monitoring surveillance and is wheelchair accessible.



**Ennerdale's Description of Program:** Ennerdale Children's Respite Program is a 3 bedroom respite program. Where possible your child will be matched with other children of familiar age and ability. Activities include toys, arts and craft, games, movies, large fenced in backyard and community outings. Children will receive interactive support from trained and experienced staff in supporting the unique social emotional and communication needs of children. The Program is equipped with maglock system as well as a video monitoring surveillance.



### **Program Hours and Staffing:**

The Programs are open for after school respite and weekend overnight respite with extended service offered for March Break, Summer Break and Winter Break with 24 hours of support. The ratio is 1:2 staff/child.

### **Meals and Snacks:**

All meals and snacks are provided. Any dietary and religious restrictions are accommodated

## **2. Getting to Know the Program**

### **First Observation Visit:**

This will allow an opportunity for the child to become acquainted with the program, routines and staff. It will also allow the staff an opportunity to observe and assess any behaviours or personal needs and give the caregiver a short break. We encourage at least two observation visits before scheduling an overnight stay. This will allow for an easy transition into the program. Some children may require several short observation visits before staying overnight.

Please keep in mind the following when booking your first observation visit(s):

- The staff will complete a report on the child's initial observation/short visit.
- The report will be reviewed by the Supervisor.
- We may contact the family for more information or to discuss respite options
- We do not offer initial observation visit during school closures or weekends

Upon review of final observation, families will receive communication of status for respite services. Once child is approved for support, caregivers can schedule respite visits. If observations show that CLTO is not able to offer supports, other resources will be shared with families in assistance to respite.

### 3. Scheduling Respite

Parents/caregivers may book respite up to six months in advance. Bookings are on a first come, first serve basis. Families should contact the booking number or email to book future respite stays.

***Respite families may book up to 24 days in a calendar year.***

***There is a limit of 14 days for peak periods (i.e. March Break, summer and winter breaks).*** We do our best to provide the family/caregivers with the dates requested but need to create equality for families. We encourage families to plan ahead when booking respite. If a family needs to cancel, families are asked to please give as much notice as possible so that we can offer the space to another family.

Families in need of additional time during weekday, evening and overnight support may be able to seek additional time Monday through Thursday evening/overnight visits if space is available.

Please contact the programs for more information:

Lawson Children's Respite at **647.729.1657** or email [lawsonrespite@cltoronto.ca](mailto:lawsonrespite@cltoronto.ca)

Ennerdale Children's Respite at **647.729.0447** or email [respite.ennerdale@cltoronto.ca](mailto:respite.ennerdale@cltoronto.ca)



### 4. Responsibilities for the Parents/Caregivers

#### **Transportation:**

All children are required to attend their regular school program. It is the responsibility of the parents to arrange transportation for their child's admission and discharge. Contact the school directly to discuss options of routing the child's school bus for the direct drop off to after school programming.

#### **Clothing:**

Each child/youth must have **well-labeled**, appropriate clothing for the visit. Any clothing not well labeled may get lost, which we cannot be responsible for. Please do not bring in any valuables that could go missing (i.e. jewelry, designer clothes, shoes, etc.). A clothing list will be completed by the staff upon admission and checked at discharge.

#### **Toiletries:**

Each child/youth must bring in their toothbrush, toothpaste, shampoo, deodorant, soap, comb, diapers, brush and anything else that is needed for daily grooming/hygiene.

#### **Allowance Money:**

We ask that you leave approximately \$10 for treats/outings for your child, however this is voluntary. From time to time, we may ask that families contribute some money to the cost of community outings, including park admissions and special events. Remaining money and receipts, or copies of receipts will be returned upon discharge.

**Medications:**

The Ministry of Children Community and Social Services license does not allow us to accept children into respite care unless the child/youth has a full medical completed prior to admission and annually thereafter. All medication must be in a prescription bottle with accurate pharmacy labeled information on the bottle.

We have recommended to our families that they request their pharmacy to prepare medication in pouch packs or blister packs to ensure a smooth and faster admission time but it is not a requirement.

**Note: Any medication changes (even dosages) need to be verified by the doctor** (a written note is preferred). We **cannot** administer any medication, even non-prescription (over the counter) medication/cream other than Tylenol or Polysporin ointment without a physician's script. (e.g., Melatonin, Advil, Benadryl, Vitamins, Graval).

A **PRN medication** (as 'needed' basis) can ONLY be administered with a physician's order. Each PRN medication requires a written protocol which outlines the criteria under which the medication may be administered. The criteria should describe in detail any physical symptoms or behavioural signs that must be present. (e.g., Ativan, Risperidone, Melatonin, Epi-Pen, Advil, Benadryl).

**Sickness:**

Should the child become sick while in our care, we will call the family to pick up the child. For medical emergencies, we will call 911 and a family member or designate is required to attend to the child during emergency in the hospital.

**Respite Programs are not a medical facility. We do not have doctors or nurses on site.**

**Contact:**

If families would like to speak to their child or the staff during the respite stay, families may phone the program directly. Please confirm which number is best to use to contact upon admission. If there is no answer, parents are asked to leave a message and a staff member will call them back as soon as possible. The staff may be assisting the children or the group may be on an outing.

**5. Admission/Discharge**

Staff will call families/caregivers three days prior to admission to finalize the booking and screen for medical and documentation updates and if any changes that may have occurred since their child's last visit. All medical and mandatory documentation is required in order to have a successful admission.

**Admission:** Parents/legal guardians or designate over 18 years of age will be asked to sign a CLTO Respite Agreement - Supplementary Form for every visit.

**Discharge:** A Discharge Record will be signed by parent/legal guardian or designate over 18 years of age upon discharge.

**6. Fees Schedule:**

Daily overnight rate for Children of age is \$44.00

Special rate for less than four hours will be \$10.00

Services lasting longer than four hours will be billed at a full rate.

Families and care givers will be billed for service at the middle of each month. Please make cheques or money order payable to:

*Community Living Toronto  
Accounting Department  
20 Spadina Road  
Toronto, ON, M5R 2S7*

To make payment by VISA or Master Card, please contact Accounts Receivable at 647.729.1241.

Additionally, we will be introducing a Cancellation Fee for cancellation of less than a full business day will be charged for their entire booking. Exemptions for medical related cancellations.

## **7. Non-Violent Crisis Prevention**

While in respite care, an individual may act out putting themselves, support staff and the community at risk. In these instances, staff will implement the use of Crisis Intervention and De-escalation Techniques (CPI) to keep everyone safe. Implementation of the recommended physical interventions should only occur as a last resort when all least intrusive measures have been trialed and proven ineffective. This incident will be reported to the Ministry and the child's family.