



All programs are evidenced-based with 35+ years of research  
Students confidently master skills to improve their academic performance

### 1. **Reading Program**

- Ages 5-7, 3:1 teaching ratio

*A systematic, phonetic approach to reading that kids enjoy and learn from quickly!*

*"The program has been working really well. My son has gone from tears to excitement at the thought of learning to read. More importantly, he has begun to read!"*

*"My son started this program in early spring. His teacher is amazed at how much he had learned over the summer. He's now on par with his peers."*

### 2. **Math Skills Program**

- Ages 5-10, 3:1 teaching ratio

*Is your child struggling to keep up with his class in math? Does she still use her fingers to add and subtract? This program builds on foundation skills by solidifying basic math concepts.*

*"This program has changed my daughter's life. She is getting A's in math for the first time in her life!"*

### 3. **Grammar and Writing Program**

- Ages 7-10, 3:1 teaching ratio

*Does your child have difficulty formulating ideas on paper? Then this program will be perfect for your child! Our Grammar and Writing program makes sense of grammatical rules and eases the burden of writing. Children can advance their English and writing skills up to two years!*

### 4. **Emotional Regulation Program**

- Ages 5-12, 3:1 teaching ratio

*Does your child remind you more and more of a character from Inside Out? Do you often wonder whether your child is stuck on an emotional roller coaster? Then this program is for her!*

*Emotional regulation teaches students to first identify their emotions, rate them and finally regulate themselves. Perspective taking is also taught during this course.*

### 5. **Social Skills Program**

- Ages 5-12, 3:1 teaching ratio

*Our social skills programs are a fantastic way to make new friends. If your child has a tough time interacting socially because he's fearful or she doesn't know how to initiate or extend a conversation, then this program is for her! We focus on appropriate ways to interact and socialize with peers including: conversational skills, turn taking, sharing, and community outings that incorporate street safety, waiting in line, walking with a friend and many more!*





## 2018/2019 After School Tutoring

### 6. Extra Homework Help

- Ages 5-12, 3:1 teaching ratio

*Are you and your child struggling to complete homework together?*

*Do you want to pull out your hair when you are trying to teach him that one concept...!!!*

*You are a parent, not an educator. Leave it to the experts. We can help your child with homework so that you have more time to do the fun things.*

### 7. Other Programs

- Ages 5-12, 3:1 teaching ratio

*All our programs are uniquely developed for your child's needs and goals. We offer free intakes and will have your child come in to interact with peers to determine the best placement for him/her!*

### 2 Locations!



1076 Rutherford Road  
 (Between Dufferin and Bathurst)  
 Vaughan, ON  
 L6A 1S2  
 905-417-6688

1445 Eglinton Ave W  
 (Eglinton and Allen Road)  
 Toronto, ON  
 M6C 2E6  
 1-800-763-0582

**Fees:** Mix and match programs in ½ hour increments, based on your child's needs (minimum 1 hour commitment per session)

Days	Hours	Fee Schedule	Notes
To be determined	To be determined	\$55/hour  <i>*Note: price includes BCBA fee + materials + paperwork</i>	<ul style="list-style-type: none"> <li>• Free initial assessment to determine skill readiness</li> <li>• Session fees are GST exempt</li> <li>• All materials are included in your session fee</li> <li>• No credits or make-ups will be given for missed classes.</li> </ul>
ABA Consultation Off-Site	<u>Examples:</u> School meetings, parent training, phone calls over 20 minutes, etc.	\$110/hour	<ul style="list-style-type: none"> <li>• Travel is free within our catchment area (North: 401 to Teston Road, 400 to DVP) (Keele to Yonge, 401 to Bloor)</li> <li>• Travel outside our catchment area is billed at the hourly rate</li> </ul>

Please Note: All food that is brought from home and must be completely nut free



# 2018/2019 After School Tutoring

## Registration and Payment Policies and Procedures

### Payment Policies:

- Invoices for the previous month will be provided at the beginning of every month.
- Payment is due on receipt and can be made by e-transfer, cheque or credit card.
- There is a 3% service charge added when paying by credit card.

### Registration Confirmation:

- Kid Mechanix will confirm your registration via email once all paperwork and payment have been received.
- **Registration will not be considered formalized until you have confirmed back with us and pay the initial deposit of \$50**
- The initial deposit of \$50 is non-refundable and will go towards your last month's payment

### Refund Policy:

- A child may be withdrawn from the program by providing one month's written notice.
- Your initial deposit will go towards your last month's payment.
- Any deposited tuition is non-refundable.

### Attendance Policy:

- ABA programs are designed to be intensive.
- Commitment and attendance is required to ensure the maximum benefits of all students.
- If a student cancels three times or more within one month for two months, Kid Mechanix has the right to terminate services

### Late Pick Up Fee:

- There will be a late pick up fee of \$20 for every 10 minutes past scheduled pick up time. The late fee will be payable in cash or cheque upon arrival.

### Cancellation Policy:

- A notice of 24 hours is required in order to wave charges for your ABA session
- Sessions can be cancelled via email, text, or phone call to the Program Director

### Sick Policy:

As per our handbook, if your child is sick with the following:

**Colds:** A child who has a runny nose that is NOT CLEAR should be kept home until it is clear. We understand that many children have runny noses for the duration of fall/winter and a CLEAR runny nose is acceptable. A child with a runny nose that is green/yellow will be considered not well to attend. Similarly, if a child with a clear runny nose requires constant wiping that is interfering with the instructors responsibilities, your child will be asked to remain at home until the cold has subsided.

**Contagious Diseases:** If your child has a contagious disease please notify the centre *immediately*. Your physician will give you a timeline for return to school.



## 2018/2019 After School Tutoring

**Pink Eye:** Any child with white or yellow eye discharge, eye pain, or redness in the eye, eyelid or skin surrounding the eye should remain at home and be checked by a physician. This could be pink eye, an extremely contagious virus. Your child may return to school after 24 hours of antibiotic treatment.

**Fever:** Fever is defined as an elevation above the normal temperature of 98.6 Fahrenheit (37 Celsius) by mouth or 99.6 (37.5 Celsius) by rectum. A child should be fever-free for 24 hours before returning to the centre.

**Influenza:** A child who displays more than one of the following symptoms should stay at home and be checked by his/her physician; fever, persistent coughing, congestion, chills or muscle aches.

**Rashes:** A child with an unidentified rash that is spreading and/or getting worse should remain at home and be checked by a physician.

**Swollen Throat:** A child should remain home and be checked by a physician for strep throat. This is extremely contagious and the child should not return to the centre until 24 hours after the start of medication.

**Vomiting and Diarrhea:** The child should stay at home for 24 hours after the symptoms have ceased.

### \*\*\*Please Note \*\*\*

It is up to the discretion of your child's instructor or the Program Director to determine if your child is unwell and cannot be at the centre. If we determine that your child is not well enough to be at the centre, you will be contacted to pick up your child. You will be charged for the session. A doctor's note may be required in order for your child to return to school.

#### Additional Meetings/School Visits:

Any visits outside the centre for school meetings (IPRC, IEP etc.), parent training, or any other related services will be billed at \$110/hour.

If the travel time required exceeds 10km or 20 minutes, then travel will be billed as the hourly rate.

#### Late Pick Up Fee:

- There will be a late pick up fee of \$20 for every 10 minutes past scheduled pick up time
- The late fee will be payable in cash or cheque upon arrival

#### Select which days that you are applying for:

- Mondays – Time: \_\_\_\_\_
- Tuesdays – Time: \_\_\_\_\_
- Wednesdays – Time: \_\_\_\_\_
- Thursdays – Time: \_\_\_\_\_
- Fridays – Time: \_\_\_\_\_

#### Select the location:

- Vaughan campus
- Toronto campus





# 2018/2019 After School Tutoring

## School Experience

Name of School: \_\_\_\_\_ Grade/Class: \_\_\_\_\_

Attended from \_\_\_\_ / 20\_\_ to \_\_\_\_ / 20\_\_ Educational Assistant: Yes No

## Siblings

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_

**Marital Status**     Married     Separated     Divorced

Separated/Divorced how long: \_\_\_\_\_

Stepfather how long: \_\_\_\_\_                      Stepmother how long: \_\_\_\_\_

**Languages Spoken at Home** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

## Emergency Contacts and Pick Up Permission Form

Emergency Alternate Contacts (besides mother and father):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Please provide us with a list of people who have permission to pick up your child (besides mother and father):

1. Name: \_\_\_\_\_

2. Name: \_\_\_\_\_

3. Name: \_\_\_\_\_

*Please note that photo identification will be required for pick up from people other than primary caregivers.*



# 2018/2019 After School Tutoring

## Child's Likes/Dislikes

List some of your child's likes: \_\_\_\_\_

List some of your child's dislikes: \_\_\_\_\_

## Parental Goals

Fill in only the applicable categories: *Be as specific as possible. Use the other side of the paper if you need more room.*

a) Language/Communication Goals: \_\_\_\_\_

b) Behaviour Reduction: \_\_\_\_\_

c) Academic: \_\_\_\_\_

d) Self-Help: \_\_\_\_\_

e) Play/Leisure Skills: \_\_\_\_\_

f) Social Skills: \_\_\_\_\_

g) Gross Motor: \_\_\_\_\_

h) Fine Motor: \_\_\_\_\_

List any additional information here:

---

---

---

---

---

---



# 2018/2019 After School Tutoring

## Program Concerns

Any programming issues or concerns are to be addressed directly with KM, and not through a third party, so that we may determine a plan to move forward/rectify the situation.

## Guidelines for Responsible Conduct

Behaviour Analysts (BCBA's) adhere to a code of ethics regarding responsible conduct. As a client, you have the right to lodge a complaint about professional practices of Behaviour Analysts with the BACB. Parents are encouraged to review this code: <http://www.bacb.com/ethics>

## Emergency Contact Form

In the case that an emergency arises: (please check)

- I grant permission to any staff member at Kid Mechanix Inc. and/or First Foundations Children's Academy to take whatever measures it feels proper and appropriate considering the circumstances.
- I give permission to have my child examined by a physician if the necessity arises.
- If, at any time, due to such circumstances such as accident, sudden illness, or emergency medical treatment is required, I give consent to emergency transportation.

## Confidentiality

KM ensures confidentiality with respect to your treatment, except in the case of abuse, risks of suicide or homicide, or any case from a judge. Email may be intercepted between the sender and the receiver and is therefore neither secure nor confidential. Your continued use of email communication confirms that you accept this risk. KM will abbreviate names (using learner's initials instead) in emails to help increase confidentiality. KM posts data sheets and program materials on google drive. We also communicate via email. You can choose to opt out of google drive and/or email at any point by contacting the director of KM.

## Email Consent

I am aware that email is not secure. However, it is a very fast and efficient way to communicate with team members.

- I grant permission for *Kid Mechanix, Inc.* to send me behaviour change programs (including data sheets, program materials, and team notes) via email as long as there is no identifying information on them.
- Do not send any programs or notes through email unless they are password protected.
- Please do not use email to communicate.
- Google Drive is okay.
- Dropbox is okay.
- No electronic documents are okay. (I recognize that this may slow down the programming process)



## 2018/2019 After School Tutoring

Kid Mechanix bills using Quickbooks invoices.

- I grant permission for *Kid Mechanix, Inc.* to send my invoices/receipts via email. I recognize that there is identifying information on the invoices/receipts, but that is okay.
- Only send me invoices/receipts via email that are password protected. Do not send me invoices/receipts via email. Please print and deliver the invoices/receipts during your next visit, or mail the invoices.

*Note: I understand that any information pertaining to my child or my family will be kept confidential. I also understand that if I choose to decline permission now or to revoke my permission at any time in the future, I may do so without any impact on my child's current or future programming or services. If I wish to revoke my permission in the future, I will submit my request in writing to Kid Mechanix, Inc.*

### Photography Consent Form

Photographs and/or videos may be taken during sessions for teaching purposes and to document child progress. With consent, these images may be used for newsletters, parent communication, teaching materials, arts & crafts, bulletin boards within the centre, Kid Mechanix website, etc.

*Note: No identifying names will be issued with the pictures.*

Please initial beside all statements that apply:

- I grant permission for photos/videos to be taken and distributed to parents/guardian (i.e., to document progress) – this would be done via email or other web-based program
- I grant permission for photos/videos of my child to be used within the centre (e.g., for teaching purposes, bulletin boards, arts & crafts, etc.)
- I grant permission for my child to appear in Kid Mechanix/First Foundations newsletters
- I grant permission for my child to appear on the Kid Mechanix/First Foundations website/facebook/etc. Note: no identifying information will be used (i.e., names)
- I do **NOT** grant permission for any photos/videos to be taken of my child

*Note: I understand that any information pertaining to my child or my family will be kept confidential. I also understand that if I choose to decline permission now or to revoke my permission at anytime in the future, I may do so without any impact on my child's current or future programming or services. If I wish to revoke my permission in the future, I will submit my request in writing to Kid Mechanix, Inc.*



# 2018/2019 After School Tutoring

## Consent

Behaviour Analysts involve the client in the planning and consent for behaviour change programs (including skill acquisition programs and behaviour reduction programs). Behaviour Analysts tailor behaviour change programs to the unique behaviours, environmental variables, assessment results, and goals of each client.

- I grant permission for KM staff to make functional behaviour change programs without my written consent each time. An updated data sheet and/or behaviour protocol sent to me is sufficient. If I disagree with program changes, I will send an email immediately or call for clarification.
- I want to review behaviour change programs with only significant modifications (i.e., change of goals, use of new procedures)
- I want to review every behaviour change protocol before implementation. I am aware that this may slow down the rate at which programming can be implemented.

## Parent/ Caregiver Contract

I hereby make application for the enrolment of my child at Kid Mechanix. With my application I am including a non-refundable deposit of **\$50** that will go towards my last month's payment. I understand and acknowledge the refund policy (refer to Page 2).

I acknowledge that I have read the application for enrolment and understand all policies.

PRINT name of child: \_\_\_\_\_

PRINT name of parent/guardian: \_\_\_\_\_

SIGNATURE of parent/guardian: \_\_\_\_\_

Date \_\_\_\_\_