



MOTIVATE
KIDS

INDIVIDUAL PROGRAMS POLICY



HOW TO USE THIS BOOKLET



This information is written in an easy to read way.

Some words are written in **bold**.

We explain what these words mean.

This Easy Read document is a summary of another document.

You can ask staff for the other document.

You can ask for help to read this document.

A friend, family member or support person may be able to help you.

WHAT IS THIS DOCUMENT FOR?



We work to give you and your child the best support and services for their needs.

Individual program is a plan where we put your child's goals, needs and what support and services you they will have.

This document tells you how we make the individual program and what is in it.

HOW DO WE MAKE AN INDIVIDUAL PROGRAM



Your child's individual program will have information about your child's:

- **strengths** – what your child is good at
- **focus areas** – what your child needs support with
- **goals** – what you want for your in the future and what your child would like to achieve him/herself

We will talk to you and your family or support person so you can tell us about your child's goals and support their needs.

We may also talk to your doctor about your child's health and medications that they take.

We will use your child's strengths and things that they enjoy whilst supporting them in areas they need help with. That way your child can reach their goals and be more healthy, independent and have a positive sense of self.

WHAT IS THE INDIVIDUAL PROGRAM ABOUT?



Your child's individual program will be about all things important for your child to be well. These may include:

- **Sensory** – what are your child's preferences and challenges
- **Motor skills** – build on your child's strengths and focus areas
- **Regulation** – strategies that help regulate your child's emotions and their attention
- **Self-care** – skills and independence in areas of dressing, bathing, sleeping, mealtimes, grooming, toileting.
- **Exercise** – what activities your child can do.
- **Health** – what medication your child takes, what allergies your child has, does your child have pain or discomfort anywhere.
- **Social / Play** – how your child connects and spends time with others, how they are part of the community.
- **Goals** – what your child wishes to have and do in the future.

HOW DO WE KNOW YOUR INDIVIDUAL PROGRAM IS GOOD?



We will make your individual program together with you and your family or support person.

We want your child to reach their goals and live a happy healthy life.

Everything we put in your child's individual program is there to help your child reach their goals.

We will look at your program frequently to see if we need to change it.

You can always tell us if there is a problem or something has changed in your life and you wish to change your program sooner.

CAN YOU PUT ANYTHING YOU WANT IN YOUR INDIVIDUAL PROGRAM?



Your individual program is all about what is good for you and what helps you reach your goals.

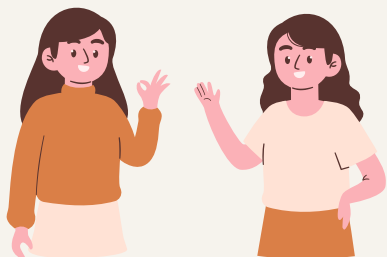
Your goals and things that you like can be anything as long as they are positive and healthy things.

For example, if you like cake we can't put it in the program that you will eat cake for breakfast lunch and dinner – because it's not healthy to only eat cake.

But we will have it there as a special treat for you to make you feel happy and make sure you eat all kinds of different foods.

If you want to do something that may hurt yourself or others, we will have to find another way for you to have what you want.

ADVOCACY



You may want an advocate or representative to help you to tell us what you want.

If you do we can help you to access and contact someone to help.

Further information is available here:

<https://www.ndiscommission.gov.au/participants/disability-advocacy>

You can also use the Disability Advocacy Finder available here:

<https://disabilityadvocacyfinder.dss.gov.au/disability/ndap/>

OTHER DOCUMENTS IN AN EASY TO READ WAY



Client Complaints, Feedback and Grievances Policy

Communication, Confidentiality and Privacy Policy