



## Work STEP 1: Facilitator in Training (F.I.T.) Program

### Referral Service

Referral Service Consultation	Fee
Referral Service Consultation 0.5 hour: Initial consultation to meet client, support network and determine scope of support needs	FREE

### Facilitator in Training Program

Work STEP Setup	Fee
Work STEP Setup for full-time & part-time individuals who require 6:1+ support in a workplace: 2.0 hours: Initial consultation to meet client, support network and determine scope of support needs 6.0 hours: Observations in settings of engagement (workplace, community setting) 2.0 hours: Training support plan programming & summary report	\$1200.00

### Work STEP 12-Month Program: \$415 per month.

- 12 Months Annual Tuition: \$4,980
- Weekly 4-hour training with Community Facilitator or 90-minute coaching with Senior Job Coach

#### Monthly Payment Schedule:

Pre-Registration	Upon Registration	Before the 1 <sup>st</sup> Month of Service	Month of Service
1:1 Consultation & Assessment	Work STEP Deposit	First Month Fee	Monthly Fee
\$1200.00	<b>\$830</b> Needed to start	\$415	\$415

#### Term Payment Schedule:

Winter Term (Jan 1 – Mar 31)	Spring Term (Apr 1 – June 30)	Summer Term (Jul 1 – Sept 30)	Fall Term (Oct 1– Dec 31)
Payment Due in November 1 <sup>st</sup>	Payment Due February 1 <sup>st</sup>	Payment Due May 1 <sup>st</sup>	Payment Due Aug 1 <sup>st</sup>
\$1,245	\$1,245	\$1,245	\$1,245

### Work STEP Intensive Program, 3-Month Term Program: \$1,245 per month.

- 3 Month Term Tuition: \$3,735

#### Term Payment Schedule:

Pre-Registration	Upon Registration	Before the 1 <sup>st</sup> Month of Service	Month of Service
1:1 Consultation & Assessment	Work STEP Deposit	3 Month Fee	Monthly Fee
\$1200.00	<b>\$2,490</b> Needed to start	\$1,245	\$0

## Notable NextStep Support Policies & Procedures:

### **Absences**

When a member is going to be absent from a scheduled group session, parents / guardians are asked to notify the referral line, (647) 807-8911, at least 24 hours before the beginning of the session. A message may be left via voicemail or be sent via email to info@nextstepsupport.com. Where 24 hours-notice is not provided, members will be charged for the day. Missed sessions without notice, cannot be rescheduled.



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### ***Arrival Procedures***

Members should be dropped off at the start time of an event. **Members should not be dropped off early without supervision.** On occasions that require administrative tasks to be completed, such as registration days, a staff member will be available up to 1 hour prior to the start of the 1<sup>st</sup> session start for administrative duties.

### ***Dismissal Procedures***

Members are **NOT Permitted** to leave a pick-up or drop-off location on their own, unless an independent travel waiver has been signed by themselves, or a parent, or a guardian. All members must be signed for upon pick-up. Members that travel via TTC, will be signed for by their support staff. Members who travel independently must sign themselves out after each session.

Members will be permitted to leave only with a parent or their designate as noted by written instruction. If someone other than a parent or an authorized designate is to pick up a member, the parent must notify the program supervisor. If an unknown person arrives to pick up a member, the member will not be released unless we have prior notification, or we are able to contact the parent to get permission.

### ***Groups Hours***

Weekday groups typically run between 9:00 am and 4:00 pm. Clubhouse Clubs typically run between 4:00 pm and 5:30 pm. Weekday evening groups typically run between 5:30 pm and 8:30pm. Weekend groups typically run between the hours of 12:00 pm and 6:00 pm, with some early drop-offs at 10:00 am.

### ***Holidays***

Regular sessions will not be held during holidays. Alternative holiday respite may be available during some holidays at an additional cost. Parents can check particulars of scheduled respite option online at <https://acesguides.ca>.

### ***Cancellations Due to Weather or Emergency Situations***

In the event of session cancellation due to severe weather, a notice will be posted on our website by 6:00 a.m. Parents can also call our referral line: (647) 807-8911, to confirm whether groups are running.

### ***Scheduling***

All sessions must be booked at least 4 hours prior to event start time and are available on a first come, first serve basis. Book in advance to ensure attendance as events are capped for capacity. Some activities and venues will change due to Public Health regulations

### ***Use of Photographs***

NextStep takes photographs of members throughout the year, which may be posted on our website or used for presentations or documents. Occasionally, we use photos of members in print materials such as our brochure; our website ([www.nextstepsupport.com](http://www.nextstepsupport.com)); or in advertising for groups, usually a group shot. If parents or guardian prefers that their dependent's picture not be used for publications, the parent must notify the office in writing each year. Please specify which conditions you wish your child's photographs to be excluded from.