



## ILS Kickoff Module



Low Incidence Outreach  
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## **Independent Living Skills (ILS) Program Kickoff Agenda**

1. Welcome and Introduce (have staff and families/children introduce themselves)
2. Overview of the Independent Living Skills Program
  - What is the program?
  - Background information on the development
  - Criterion
  - Team Process
  - Commitment of parents and district
  - Benefits to students
  - Benefits to educators
  - Benefits to parents
3. [ILS Checklists](https://bit.ly/ILSCheck) (bit.ly/ILSCheck)
4. Open Discussion
5. Action Plan (ILS team and teachers will plan lessons for upcoming trainings)

Next Meeting Dates:

1. Introductions
  - Staff
  - Parents
  - Children
2. Reasons for independent living skills (ILS) training:
  - What are ILS?
  - Brief history of the program (See ILS Kickoff Module Introduction)
  - What are the goals of the program? (See ILS Kickoff Module Goals)
  - Who is eligible?
  - What will be covered?
3. Discuss the plan for the amount of time and commitment for the program
  - How many sessions will the family be expected to attend?
  - What is the attendance policy?
  - How often will the group meet for trainings?
4. Determine who is interested in joining the program
  - Send around parent signup page (email, phone number)
5. Discuss how checklists will be used
  - Pass out checklists and pens
  - Have family put child's name and age and the parent's/guardian's name on the checklists
    - Give families time to complete checklists at meeting
    - Have a game or activity for kids to participate in while parents are filling out checklists
  - Gather completed checklists
6. Set date and time for first lesson
7. Conclusion of meeting

September 1, 2019

Dear Parents:

The Michigan Department of Education – Low Incidence Outreach (MDE-LIO) invites you to join us in a collaborative venture focused around helping your child gain independent living skills (ILS). We know it is important to also partner with you, the parent, for the program to be successful.

In partnership with Genesee Intermediate School District (ISD) and Saginaw ISD, MDE-LIO will offer a program that helps promote and improve ILS skills for children who are Blind or Visually Impaired. The program's goal is to meet each student's current ILS needs and plan for future needs; a wide variety of independent living skills will be covered, such as cooking, cleaning, organization, and hygiene. MDE-LIO will initially provide support and expertise with the expectation that the local school and family will continue implementing the program.

We invite you to attend a meeting on September 19, 2019 at 5:30 p.m. at the Elmer Knopf Learning Center, located at 1493 W. Maple Ave. in Flint to discuss this project and provide further details. This first meeting is for parents only.

Sincerely,

Amanda J. English  
Education Consultant  
Michigan Department of Education  
Low Incidence Outreach  
EnglishA1@michigan.gov  
517-285-3794

Please return this to your child's teacher for visually impaired or orientation and mobility specialist by Sept. 13.

☐ Yes, I will be attending the ILS Parent Kickoff Meeting on September 19th

Parent's Name:	
Student's Name:	
Parent Phone Number:	Parent Email:

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**Please print legibly.**

[illegible]

## Goal

To build local capacity in the area of independent living skills (ILS) by utilizing ILS team members for instruction, consultation, and expertise.

## Objectives

- Increase knowledge and ILS techniques within the teachers, paraprofessionals, and COMS.
- Increase parent understanding and awareness of age-appropriate ILS.
- Increase parent skills by providing them direct and hands-on instruction on how to teach their child ILS.
- Provide parents and professionals resources that will further increase their ability to teach ILS.

## Activities

To be determined based on ILS assessment outcomes.

## Dates

Beginning late fall 2018 and continuing through spring of 2020.  
Trainings will be provided monthly.



## Creating Nametags

1. In Microsoft Word, in your top ribbon, go to the Mailings heading.
2. Select Labels from the Create section.
3. Select Options from the Envelope and Labels pop-up box.
4. Select the Label Vendor you are using.
5. Select the code for the correct product number for the label you are using.
  - Product numbers can be located on the packaging and often on the label page.
6. Create labels to fit in vinyl ID holder so you can use them again.
  - Use approximately 48-point font (Verdana, Arial, Calibri; anything that is sans serif)
  - Place clear braille sticker labels on each name badge holder so the child can find their own nametag.
  - Place the nametags for the children in alphabetical order on a table clipped to a piece of carboard so it is easy to transport in a binder and the badges aren't falling on the floor when the child looks for their name.

For the parent nametags, consider bringing disposable stickers, as the same parent does not always attend.