

Timeline for Referrals for children who have special needs and are entering Kindergarten in September 2020

You have been identified as a preschool/consultant that may have children who have special needs and are entering Kindergarten during September 2020. *Please note that this year we will be utilizing the same process as last year.*

Process and timeline

January through February:

1. Parents register their child in their catchment area school. Registration reserves a place for the child in the catchment school and begins to prepare the school for the child's arrival. *If a decision is made to place the child outside their catchment area, it is much easier to remove the child from the register than it is to add them when the school is full.*
2. During the registration process, parents inform school staff that their child has special needs and provide supporting documentation.
3. If the child has an Autism Spectrum Disorder and the parents want to request an ABA Support Worker, they must submit *an ABA Support Worker Request form* (attached) to the school while completing registration. The school will forward the ABA SW Request form to the Student Support department prior to March 2, 2020.

January through June:

1. *The school-based team will submit the Transition to Kindergarten referral form (attached) to the Student Support Department once the referral is complete (e.g., the referral contains the information required to provide a Ministry of Education designation).*
2. When Student Support has notified the catchment area school that the child meets Ministry criteria for designation as a student who has special needs, the Integration Support Teacher will begin observations. *As in past years, Integration Support Teachers may also conduct observations prior to ensuring that the student meets Ministry criteria in order to assist with programming; in such instances, parents will be informed that the observation does not guarantee that the student will receive Integration Support services or Education Assistant support.*

3. *Planning meetings will be conducted.* These meetings will involve parents, the child, Student Support personnel, school-based staff (including administration), preschool representatives, and other community support personnel.

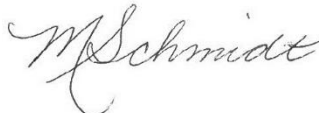
If you have information that you feel would assist school staff with planning (e.g., planning documents, assessment reports, progress reports etc.) please provide this information to parents for communication with school staff. Alternatively, obtain parental consent to share information with school staff for the purposes of planning for a successful transition to Kindergarten.

For your reference, I have attached a copy of the following:

- *ABA Support Worker Request form (to be submitted by the school to Student Support, Attn: Wanda Penner, prior to March 2, 2020).*
- *Transition to Kindergarten referral form (to be submitted by the school principal or designate to Student Support) that must be completed in order to establish services for September 2020.*

If you know of someone in need of this information, please encourage them to contact Wanda Penner at 604-595-6104 as soon as possible.

Sincerely,



Michelle Schmidt, PhD
Director of Instruction