

Process and Timeline for Referrals for Children Who Have Special Needs and are Entering Kindergarten in September

You have been identified as a preschool/consultant that may have children who have special needs and are entering Kindergarten during September. *Please note that this year we will be utilizing a similar process as last year, **with one important exception, a new online registration system.***

JANUARY THROUGH FEBRUARY:

1. Parents register their child in their *catchment area* school. Surrey Schools is using an *online registration* system this year. Please check school websites for more information. 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 if the out of catchment request is unable to be honoured and then the catchment school is full.*

During the registration process, parents inform school staff that their child has special needs and provide supporting documentation. If you have information that you feel would assist school staff with planning (e.g., planning documents, assessment/progress reports etc.) please provide this information to parents and encourage them to share it with school staff. Alternatively, obtain parental consent to share information with the school for the purposes of planning for a successful transition to Kindergarten.

2. If the child has Autism Spectrum Disorder and the parents want to request an ABA Support Worker, *they must complete and submit a hardcopy ABA Support Worker Request form to the school* as part of the registration process. The school must forward this request to the Student Support department prior to March 1.

JANUARY THROUGH JUNE:

1. If the school-based team believes the student meets the Ministry of Education criteria for designation as a student with special needs, the case manager will submit a completed *Transition to Kindergarten Referral* form to Student Support (this referral includes all information required for review of a possible Ministry of Education designation).
2. When online registration is complete and the school is aware that the child may require additional supports, a teacher (e.g., Integration Support Teacher, Learner Support Team Teacher) will begin contacting families to obtain consent for observation and sharing of student information. The teacher may then arrange to conduct observations (including online/virtual), and contact the community support team members (e.g., preschool, early intervention support, supported child development, behaviour consultants, etc.). The purpose of early observations/conversations is to determine student strengths and anticipated needs, to support a successful transition. The aim of these meetings is to facilitate a smooth transmission; these meetings do not indicate that a student will meet Ministry of Education criteria for a designation, or receive Education Assistant/ABA Support Worker or Integration Support Teacher service.
3. *Planning meetings will be conducted.* These meetings will involve parents, the child, school-based staff (including administration), preschool representatives, and other community partners, as well as Student Support personnel as required.

For your reference, I have attached the following:

- *ABA Support Worker Request* form (elementary school will submit to Student Support, Attn: Elise Dupre, prior to March 1).
- *Transition to Kindergarten Referral* form (completed/submitted by the school principal or designate to Student Support in order to establish services for September 2021).
- *Authorization of an Outside Agency to Observe a Student* consent form.
- *Authorization to Share Student Information* consent form.

If you know of someone who is in need of this information, please encourage them to contact Elise Dupre or Diana DiCesare at 604-595-6104 as soon as possible. We look forward to our ongoing partnership, and thank you in advance for your efforts to support a smooth transition for our incoming kindergarten learners.

Sincerely,



Michelle Schmidt, Ph.D.
Director of Instruction