

Procedures for Students with Multiple Therapies Involvement		
Procedures	Who is Responsible	Date Projected
1. The idea of the transition process will be introduced to the families. Assist families by providing the desired information, support and opportunities for participation in planning their child’s transition. Moving On Up Document will be given to the parents to support the process.	Children Therapies Program (Primary Service Provider - i.e. Therapies Department, PECIP, etc....)	Winter before transition (earlier if possible)
2. Obtain signed consent from parents to receive all pertinent reports from involved agencies (i.e. OT/PT, SLP, PECIP etc...).	Same individual who initiated discussion of transition process.	Beginning of March of transition year
3. Provide a list to the school division of all children recommended for Pre-K, Early Entrance or Kindergarten the following year. A list of children who are in full transition process will also be provided. The list will be provided to the school division area Student Services Co-ordinator. Once received, the Student Services Co-ordinator will confirm that the student list has been received. This information will then be shared with the appropriate school division personnel.	Referring Agency (i.e. Children’s Therapies Program, PECIP, et....)	By mid-March of transition year
4. A meeting between all relevant agencies and the school division Student Services Co-ordinator, School Pre. Kdn./ Kindergarten Teacher, Parents, Administrator and Student Support Teacher will occur to discuss children coming to Pre. Kdn., Kindergarten from the Referring Agency.	Student Services Co-ordinator & School Principal will arrange	By April/May of the transition year
5. A date for an informal visit to the school for transition students and parents will be set up. Parents will complete all forms and bring it to the school on this day.	Student Services Co-ordinator & School Principal will arrange	Prior to end of June of June of transition year

Procedures for Students with Single Therapies Involvement		
Procedures	Who is Responsible	Date Projected
1. Programming information for students transitioning into Kindergarten receiving only one area of therapy (ie. SLP, OT, PT) services will be shared with the school division area Student Services Co-ordinator. Once received, the Student Services Co-ordinator will confirm that the student list has been received. This information will then be shared with the appropriate school division personnel.	Children’s Therapy Program	By mid June of the transition year
2. Programming meeting will be arranged if required.	Children’s Therapy Program, Division Level Professional Service Provider	By September 30 th of the new school year