



## Preparing for School: A Checklist for Parents/Guardians

### Sept - Dec

- Contact Resource Consultant to discuss your child's transition to school
- Attend CISS "Transition to School" information session
- If your child has physical / mobility needs, contact liaison teacher from OCTC/CHEO
- Collect your child's most up to date assessments and reports to be added to student record
- If necessary, contact the Special Education Department of your school board to discuss the options and services available for your child
- Consider your child care needs (PD days, summer and holidays)

### Jan - Feb

- Register your child at your home school – bring all necessary current documents and assessments i.e. TSP, Assessments.
- Attend school board information sessions for parents/guardians of children with additional needs offered through CISS or other organizations
- Attend general information events offered by community agencies or school board, i.e. open houses
- Make an appointment to meet with Principal / LST / RT to discuss your child's needs (you may want to invite your Resource Consultant to this meeting)
- Complete release of information forms so your child's team can communicate (school, OCTC/CHEO, CISS)

### Feb - Mar

- If your child has a diagnosis ASD or DD and is attending OCDSB, ensure you have received a date for intake profile
- If your child is attending OCSB, ensure the Special Education Consultant has made a visit to your child's childcare to do an observation
- If you wish to consider a special placement, inform the Principal to ensure application deadline is met (end of March)

### Mar – June

- Placement Committee will meet and review all applications
- Families will be notified if application is accepted
- Meeting / Conference may be arranged to share information about your child to discuss his/her needs and strengths and to consider any additional support needed before your child begins school (you may want to invite your Resource Consultant to this meeting)
- Ensure all therapy services are referred to CCAC and assessments are updated
- Accompany your child for planned pre-visits to the school
- Ask the school to prepare a personalized "I'm going to school" album

### July - Aug

- Visit and explore the school property
- Play in the kindergarten yard, take pictures and add them to your child's album
- Video tape your child engaging in different activities so you can share the most complete picture with school staff

### Two weeks before school starts:

- Practice new routines
- Confirm transportation arrangements
- Confirm before and after school care
- Visit school, meet teacher, visit classrooms, cubby, washrooms, gym, library and main office – take pictures

### Sept – Oct

- Once your child begins school, inform the school of your desire to participate in the development of the IEP. If an IPRC is desired, put a request in writing to the Principal. This can be done anytime throughout the year.

### Anytime

- Build relationships with school staff
- Schedule meetings when you need them
- Discuss your concerns
- Celebrate success