## A.13 Entry Plan for Kindergarten Students With Special Needs

### Entry Plan for Kindergarten Students with Special Needs

<table>
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<tr>
<th>ACTIVITY</th>
<th>PURPOSE</th>
<th>PERSON RESPONSIBLE</th>
<th>WHEN</th>
<th>HOW</th>
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| 1. Participate in information meeting organized by Child Care Resources | - determination of possible service needs of Kindergarten children entering school  
- information to agencies re: planning process  
- determination of school placements required  
- determination of appropriate consultant  
- receive information package detailing special needs of each student and release information forms | Special Education Consultant responsible for School Entry | February-March | Child Care Resources gathers information from parents and Day Care centres re: placement desired in Rainbow District School Board  
Case Manager calls Consultant responsible for entry process to arrange date of meeting |
| 2. Inform Superintendent of Special Education | - determination of staff required for following September | Special Education Consultant responsible for School Entry | February-March | telephone contact or email message |
| 3. Contact consultant and principal of receiving school | - inform consultant and principal of possible placement of student with special needs | Special Education Consultant responsible for School Entry | March | telephone contact or email message |
| 4. Contact parents/guardians | - explain entry process  
- discuss and clarify information in information package  
- discuss placement options  
- arrange visits to schools as desired by parents  
- public relations | Special Education Consultant responsible for School Entry | March | telephone contact |
| 5. Arrange visit with Day Care | - observe child  
- discuss existing program with Day Care staff | Consultant | April | telephone contact, visit |
| 6. Arrange Case Conference | - arrange case conference with Child Care Resources, Day Care staff, parents, consultants, principal and other people as required | Special Education Consultant responsible for School Entry | May | telephone contact |
| 7. Case Conference | - share information from Day Care staff to ensure school success  
- develop an effective entry transition plan, including transportation arrangements, equipment  
- allow parents to meet school staff  
- public relations | Consultant | May | Child Care Resources will invite parents and Day Care staff. Consultant responsible for school entry will invite school staff and central staff as required. |