



Planning Calendar

The following chronology sets out a possible timeline for various entry-to-school activities. Activities in the column “For Children With Special Needs” are *additional* to those in the “For All Children” column.

Month	For All Children	For Children With Special Needs
September/October	<ul style="list-style-type: none"> Establish school-based planning team consisting of principal/vice-principal, Kindergarten teacher(s). 	<ul style="list-style-type: none"> Begin to identify preschool programs and services that serve children with special needs. Involve the special education resource teacher as appropriate.
November to January	<ul style="list-style-type: none"> Provide community groups with information packages for distribution to parents of children who may register. Establish formal registration dates for all children. Conduct community information sessions to provide parents with information about available community services and school programs. 	<ul style="list-style-type: none"> Communicate with community childcare and service providers about children with special needs. Involve the special education resource teacher and school board special education coordinator, as necessary, for children with special needs. In the information packages, ask parents of children with special needs to complete the profile in the package and call the school for an appointment with the principal to complete registration and begin entry planning.
January/February	<ul style="list-style-type: none"> Conduct registration for all children not yet registered. 	<ul style="list-style-type: none"> Conduct case conferences for children with special needs, including parents, preschool service providers, and the school team (with parental approval). Develop a written, individualized, entry-to-school plan to help prepare the child to start school. Have school staff begin to plan for programs and services that will be required when the child arrives in September.



Month	For All Children	For Children With Special Needs
February to April	<ul style="list-style-type: none"> Plan a Kindergarten information night for all parents (see Appendix A.3 for sample list of topics). Plan orientation activities as appropriate to each school community (e.g., school visits, school social activity to welcome new students, school tours by principal or teachers). Implement planned activities to prepare for entry to school. 	<ul style="list-style-type: none"> Have the Kindergarten teacher or special education staff visit the child in the preschool setting, and arrange for the preschool service provider to visit the school setting to become familiar with it.
April/May/June	<ul style="list-style-type: none"> Conduct Kindergarten information meeting. Complete orientation activities. 	<ul style="list-style-type: none"> Conduct review of school-entry plans for children with special needs. Conduct follow-up case conferences, if required.
July/August	<ul style="list-style-type: none"> Communicate with child and parents about details for school start, including start date, schedule (alternate-day, morning, or afternoon), teacher's name, classroom assignment, first day procedures, and so on. Conduct bus orientation in schools where busing is required. 	<ul style="list-style-type: none"> Encourage parents to practise school routines with child.
August/September	<ul style="list-style-type: none"> Arrange for parent and child to tour the classroom and meet the teacher before school starts. If feasible and appropriate, use a staggered-entry format to ensure a more comfortable start. Review entry process with school planning team to see if plans were successful or if future modifications would improve results for children. 	<ul style="list-style-type: none"> Use the entry plan for children with special needs to begin to develop the Individual Education Plan. Review entry process with case conference team to see if plans were successful or if future modifications would improve results for children.
September/October	<ul style="list-style-type: none"> Begin process for following year. 	

