

# Getting Ready to go to school

Discuss options with Childcare Staff and CISS Consultant  
December and early January

1

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Register for school  
January/February

3

Develop a plan  
February/March

4

Collaborate and make decisions  
March to June

5

Prepare for school  
July/August

6

Before starting school  
Late August

7

Start school  
September/October

  
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Children's Services  
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**Discuss options with Childcare Staff and CISS Consultant- December and early January**

1

- ☐ Contact your childcare center to discuss your child's transition to school.
- If your child has physical / mobility needs, contact the School Liaison from CHEO.
- ☐ Collect your child's most up-to-date assessments and reports to be added to your child's Ontario Student Record.
- ☐ Make arrangements for before and/or after school care, if needed.

**Register for school – January/February**

2

- ☐ Register your child at your home school – bring all necessary current documents and assessments.
- Plan to meet with the Principal, Resource Teacher (RT)/Learning Support Teacher (LST) to share information. Your Resource Consultant can accompany you. Advise the Principal in advance.
- ☐ Complete Release of Information forms so your child's support team can communicate (e.g. school, CHEO, CISS).

**Develop a plan – February/March**

3

- ☐ Ask the Principal if an observation of your child will be done before school starts.
- ☐ If you wish to consider a special placement, contact the Principal.

**Collaborate and make decisions – March to June**

4

- ☐ If applicable, ask the Principal if a decision regarding your request for a specialized class placement has been made.
- ☐ Plan to visit the various class placements that the school is offering your child. Contact the Principal to say which placement you want for your child.
- ☐ Attend school meetings to share information about your child, to discuss strengths & needs and share useful strategies to make the transition to school successful. A Resource Consultant can attend this meeting. Advise the school in advance.
- ☐ Follow up with CHEO/private therapists to ensure assessments are updated.
- ☐ Participate in parent information sessions and other school events, when available (e.g. meet and greet with teachers, open houses, etc).

**At any point during the transition to school process**

- ☐ A meeting with the Identification Placement and Review Committee (IPRC) can be scheduled to identify your child as a pupil with exceptionalities and to determine their needs and their placement.
- ☐ Establish positive relationships with the school staff. Celebrate successes.
- ☐ Organize or attend meetings such as IPRC, case conference, IEP revisions.

**Prepare for school – July/August**

5

- ☐ Visit and explore the school outdoor playground.
- Provide a video or a written description on how your child participates in different activities.
- ☐ Complete "Let me introduce myself" document (optional).

**Before starting school – Late August**

6

- ☐ Practice new routines with personal belongings and school supplies (e.g. backpack, lunchbox, indoor/outdoor shoes).
- ☐ Confirm transportation arrangements.
- ☐ Confirm before and after school care.
- ☐ Visit the school, meet the teacher, visit the classrooms, cubby, washroom, gym and main office. This will allow you to take pictures, if needed.

**When school starts – September/October**

7

- ☐ Collaborate with the school staff to develop an Individualized Education Plan (IEP) within the first 30 days, as required by the Ministry of Education.

# Here are questions to consider to help guide conversations during the transition to school

## 1. During discussion with your Childcare Staff and CISS consultant

- Are there information sessions that I can attend to support my child's transition to school?
- Can you help me know what to do to register my child for school? Who else might be able help me with this?
- How can my child's support team help me with this process (e.g. CHEO, private therapists)?
- What are my options for before and after school care at the school or outside the school? How can I register my child?

1

## 2. While registering at your home school

- Ask the school Principal:
  - If I am unable to register my child online, is there another way to complete the registration form?
  - After registration, when and how would be best to share relevant information about my child?
  - Who will be included in meetings about my child? Advise Principal who else you would like to be at these meetings (e.g. Resource Consultant, supportive family member or friend).
  - Can I choose the type of placement for my child (e.g. regular class or specialized class)?

2

## 3. When developing a plan for the transition to school

- Will there be an observation of my child by the school or school board team? How will I be advised? Will these observations be shared with me?
- How do you determine how much support my child needs in the classroom (e.g. Educational Assistant - Resource Teacher/Learning Support Teacher)?
- Will my child receive speech therapy services (directly or by consultation)?
- If my child is placed in a specialized class, can they return to regular class?
- If my child's school placement is not at our home school, could there be transportation to before and after care (e.g. School Age Program, home care provider)?

3

## 4. During the collaboration & decision process

- What resources are available to my child and their school team to promote a successful start to school?
- If applicable, when and how will the school let us know if a specialized placement is to be offered?

4

## 5. While preparing for school

- Ask your Resource Consultant:
  - What other supports and/or resources can you provide (e.g. Progress Report, library resources, etc.)?

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## 6. Before starting school

- Ask the Teacher:
  - What is the best way to communicate with you?
  - What information will be communicated about my child and how will this be shared?

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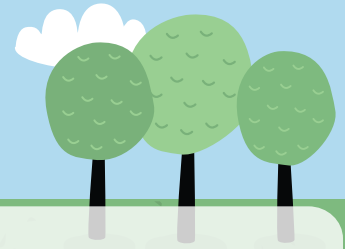
## 7. When school starts

- Ask the Teacher:
  - Can you send resources/strategies that work for my child at school for us to use at home as well?
  - When and how can I provide input for my child's Individualized Education Plan (IEP)?

7



# Resources for Parents and Guardians



## School Boards:

### Ottawa-Carleton District School Board

Registration: [www.ocdsb.ca/cms/one.aspx?portalId=55478&pageId=209831](http://www.ocdsb.ca/cms/one.aspx?portalId=55478&pageId=209831)

Learning Support Services: [www.ocdsb.ca/cms/one.aspx?portalId=55478&pageId=163863](http://www.ocdsb.ca/cms/one.aspx?portalId=55478&pageId=163863)

### Ottawa Catholic School Board

Registration: [www.ocsb.ca/register/](http://www.ocsb.ca/register/)

Special Education and Student Services: [www.ocsb.ca/special-ed/](http://www.ocsb.ca/special-ed/)

### CEPEO – conseil des écoles publiques de l'Est de l'Ontario

Inscription: <https://cepeo.on.ca/inscription/elementaire/je-minscris/>

Enfance en difficulté: [www.cepeo.on.ca/services/services-aux-eleves/services-aux-eleves-ayant-des-besoins-particuliers/](http://www.cepeo.on.ca/services/services-aux-eleves/services-aux-eleves-ayant-des-besoins-particuliers/)

### CECCE – conseil des écoles catholiques du Centre-Est

Inscription: [www.ecolecatholique.ca/fr/Inscription\\_218/Inscription\\_1371](http://www.ecolecatholique.ca/fr/Inscription_218/Inscription_1371)

Enfance en difficulté: [www.ecolecatholique.ca/fr/Enfance-En-Difficulte\\_18](http://www.ecolecatholique.ca/fr/Enfance-En-Difficulte_18)

## Activities for Children:

### Resources on reading and counting for English families sending their kids to French school

<https://www.lecentrefranco.ca/lire-et-compter/english/>

### Story : My First Day of School

[http://ressources.cforp.ca/fichiers/outils/lire-et-compter/reading-and-counting\\_2018.pdf](http://ressources.cforp.ca/fichiers/outils/lire-et-compter/reading-and-counting_2018.pdf)



## Resources:

**CISS Newsletter:** [www.cissnewsletter.ca](http://www.cissnewsletter.ca)

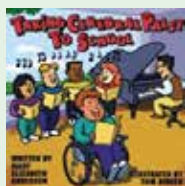
### Facebook INCLUSION OTTAWA Page

[www.facebook.com/InclusionOttawa/](http://www.facebook.com/InclusionOttawa/)

### CISS Resource Library

Many books available to borrow.

Search our online catalog at: [www.cisslibrary-bibliosije.ca](http://www.cisslibrary-bibliosije.ca)



### Advocacy Resources

<http://www.edu.gov.on.ca/eng/parents/speced.html>

### Shared Solutions - A Guide to Preventing and Resolving Conflicts

<http://www.edu.gov.on.ca/eng/general/elemsec/speced/shared.pdf>

### Preparing Your Child for Kindergarten

[www.edu.gov.on.ca/eng/multi/english/fdk\\_fs\\_preparing\\_your\\_child\\_en.pdf](http://www.edu.gov.on.ca/eng/multi/english/fdk_fs_preparing_your_child_en.pdf)

### Full Day Kindergarten: A Question and Answer Guide for Parents

[www.edu.gov.on.ca/eng/multi/english/FDKFactSheetEN.pdf](http://www.edu.gov.on.ca/eng/multi/english/FDKFactSheetEN.pdf)

**Rules:** <https://www.ontario.ca/laws/statute/90e02>

### Before and After School Care

Child Care Registry and Waitlist for City of Ottawa

<http://ottawa.ca/childcare/> or contact 311

