


Administrative Procedures 302
Prekindergarten Admission

 <p>SUN WEST SCHOOL DIVISION <i>Success for all</i></p>		Adopted: June 28, 2011 Amended: July 12, 2016
	External References: <ul style="list-style-type: none">• Education Act: Sections 2, 85, 87, 109, 110, 141, 142, 145, 156, 169, 171, 173, 175, 186• Education Regulations: Section 20• Child and Family Services Act• Better Beginnings, Policy and Guidelines for Prekindergarten in Saskatchewan Community Schools	Internal References: <ul style="list-style-type: none">• Form 302-1 Prekindergarten Program Referral• Form 302-2 Prekindergarten Criteria• Prekindergarten Brochure

Background

Vulnerable children who are three (3) years of age as of December 31 of the school year may be admitted to prekindergarten. Appropriate developmental opportunities and supports are provided at an early age to support them in achieving success in later school years.

There are four prekindergarten classrooms in the school division located in Biggar, Kindersley, Outlook and Rosetown.

Family members and caregivers are encouraged to be actively involved in the program.

Procedures

1. Entrance Criteria

- 1.1 A child meeting one or more of the following will be considered for early entrance:
- 1.1.1 Home language other than English.
 - 1.1.2 Limited extended family support.
 - 1.1.3 Child/Family isolation.
 - 1.1.4 Child experiencing challenges in areas such as social-emotional and language development.
 - 1.1.5 Identified special needs.
 - 1.1.6 A traumatic experience within or impacting the family/child.
 - 1.1.7 Parent experiencing behavioural difficulties with the child.
 - 1.1.8 Family coping with cross cultural barriers.

2. Referrals to the prekindergarten program may be initiated at any time during the year by any of the community partners or referral sources and are directed to the Principal. Please refer to Form 302-1 Prekindergarten Program Referral.

3. A formal intake meeting with community partners will take place annually in the spring to review referrals for prekindergarten spaces for the fall. Two to three (2 to 3) meetings may be scheduled throughout the year to facilitate communication between community partners.

4. Referrals must be forwarded to the principals or designates by May 1 for consideration for review at the formal intake meeting.
 - 4.1 Referrals are reviewed and recommendations are made by the intake committee to fill the available prekindergarten spaces for the following school year.
 - 4.2 Decisions will be communicated by the prekindergarten teacher to the referral sources following the intake meeting.
5. Additional referrals may be accepted and reviewed throughout the school year. A waiting list is created and ranked and spaces filled based on the principles outlined above.
6. Needs are evaluated with the referring partners on a case by case basis.
7. Division partners may fill open spaces as they become available.
 - 7.1 Contact will be made with the referring source prior to filling a space to ensure that the need is still viable and to initiate a consultation with the parent.
 - 7.2 The Principal or designate will communicate with the community partners and referral source when the space has been filled.