

Next, the Principal will schedule a date for an observation of the child in the classroom
****If the Teachers or the Principal feel further observation is needed, please schedule a second date**

Step 2: Observation of child in the group during open learning

Observation date scheduled on (yy/mm/dd) _____ at _____ a.m during open learning time in class: _____

Ms. _____ will observe _____ (child) and record observation
 (*Copy of record to be attached afterwards)

Observation took place as scheduled on (yy/mm/dd) _____

Record of observation attached Yes, by _____

***If required:**

Follow-up observation took place as scheduled on (date) _____

Follow-up record of observation attached Yes, by _____

Initials: _____

Next, schedule a meeting with the parents, Teachers and Principal

Step 3: Meeting between parents, Teachers and Principal

Follow up meeting with parents, Teachers, Principal on (yy/mm/dd): _____

In attendance:

Principal (name): _____

Teachers name): _____ and (name): _____ and (name): _____

Parent(s)/Guardian: name): _____ and (name): _____

Discuss observation with parents: (Provide details with examples of how child managed: interaction with group; positives, challenges.....)

Initials: _____

Next, communicate decision whether to admit child as an exceptional admission

Step 4: **Decision reached based on observation(s):**

Decision reached regarding exceptional admission:

Child _____ to enter as exceptional admission

No, If no, please explain reasons why it is not possible, below:

Yes, ... If yes, please see details below.

To enter in: cefababy® _____ JK1 _____ JK2 _____ JK3 _____
During trial period from (yy/mm/dd): _____ to (yy/mm/dd): _____

Comments:

Next, outline the on-going follow-up the Principal and/or Teachers will have with the parents

Step 5: **Planned follow-up and communication with parents:**

On-going follow-up to take place by:

- Email
- Phone
- Meeting

School will communicate with:

Parent(s)/Guardian: name): _____ and Parent(s)/Guardian: name): _____

Name and position of school staff who will communicate with parents about child's progress:

Ms. _____ Principal Teacher Administrator

Frequency of contact with parents:

- Daily
- Weekly
- As needed
- Other _____

Planned action if child or group is not doing well: (Describe what action you will take in this instance)

Comments:

Initials: _____

Next, schedule a meeting with the parents after the end of the trial period to discuss next steps.

