

## School Age Program Occupational Therapy and Physiotherapy Service

Your School District has a contract with Island Health through Queen Alexandra Centre for Children's Health to provide school-based Occupational Therapy and Physiotherapy. The therapists are members of the school-based team.

The aim of the School Age Therapy Program is to maximize student participation and independence at school, at home, and in the community. [Service provision during the COVID-19 Pandemic may occur by telephone, virtual and in person consultations. Personal protective equipment and precautions are in place.](#)

Occupational Therapy may address:

- fine motor skills
- sensory processing
- self-care skills (feeding, dressing, toileting)
- wheelchair and other positioning needs
- safe lifting and transferring techniques
- accessibility in the student's home and school environments
- adapted and alternative access to technology
- participation in leisure activities.

Physiotherapy may address:

- equipment needs such as wheelchairs, standers, and walkers
- safe lifting and transferring techniques
- use and fit of braces
- school accessibility for students with decreased mobility
- posture and movement concerns
- gross motor skill development
- access to community recreation opportunities.

Most children receive short term consultation specific to functional areas of concern.

Once recommendations and strategies to assist participation are provided your child's file will be closed.

- The therapist will ask you and your child's teacher/support team about your child's strengths and needs. Assessment may include standardized measures and clinical observation, and a consult note or report is provided for the parent / legal guardian and school team.
- The therapist must speak to you by phone or in person to discuss our service, learn more about your child from you and to obtain your consent to see them.
- Please feel free to contact the Occupational Therapist or Physiotherapist at your school if you have any questions about therapy services prior to signing the referral or at any point thereafter.

*Attach your  
Business Card here*

***Please see the back page for more specific information on our services.***

## **Important information about our services;**

- Services are provided in partnership and by contract with your school.
- Therapists have a professional responsibility to collect and maintain records.
  - Documentation of the assessment results and recommendations is provided in a written report to the parent/legal guardian(s) and may be discussed with school based team members to support and care for your child.
  - Reports are filed on the school file and available to school staff as well as the health record with Island Health Authority and accessed by care providers involved with your child through our site, the Queen Alexandra Centre for Children's Health.
  - Information is shared further only with consent, unless we have concerns about your child's safety or in accordance with legislation.
- When co-parenting or joint custody arrangements are in place, therapists maintain open communication with both parents while respecting the need or desire for confidentiality of each parent. Reports are sent to both parents when requested and when a mailing address is provided for both parents.
- Email communication is discouraged by Island Health Authority. If you provide your consent, email for scheduling and administrative details can occur and will include one or both parents by the initiating parent only. If both parents would like to be included on email communication, please include both parents in the initial email.
- There may be a 3-6 month wait time for services to begin due to the volume of referrals received.
- Students referred after Spring Break may not be seen during the same school year. If you would like more information, please speak with your school based team.
- If your contact information changes (telephone, addresses, guardianship), please call our office (250-519-6761) to update the information.
- A reminder: the therapist must speak with a parent/legal guardian prior to seeing a child or youth for service. Your child's therapist will be in touch to ensure you agree to the type of service to be provided and you have a chance to respond to any questions. You can change your mind and decline service at any time.
- If you have a compliment or concern about the service you have received, please first speak with the person who provided the service. Concerns are best addressed and resolved at the time and place they occur.
- If your concern remains unresolved, please feel free to contact Erin Sloan or Holly Robertson, Program Coordinators, at 250 519-5390 ext 32429. Should your complaint remain unresolved after discussing the issue directly, you may contact our Patient Care Quality Office for Island Health at 250-370-8323.

Queen Alexandra Centre for Children's Health

2400 Arbutus Road, Victoria, B.C V8N 1V7 • Telephone: 250-519-5390 • Fax: 250-519-6937

Our Vision: Healthy People, Healthy Island Communities, Seamless Service

## School Age Therapy Program Referral Process

Teacher discusses OT/PT related concerns with Learning Support Teacher (LST). Concerns may be raised by parents, professionals and members of the school based teams.

LST discusses student with the therapist.  
(May occur during school based team meetings **or by telephone.**)

Therapist confirms there is a functional referral question with LST.  
(Child is eligible.)

NO

YES

When a referral is not best served by the School Program, the Therapist provides alternate recommendations where possible.

- **In person discussion: Therapist initials referral form.**
- **Telephone or virtual discussion: IST records therapist name and date on referral form.**

Ensure the referral question is filled in on the referral form once the therapist gives the verbal OK for the referral

The school provides School District Referral Form and the "School Therapy Program OT/PT Service" Letter to the parent/legal guardian and obtains the parent/guardian signature.

**\*Therapist provides copies of the School Therapy Program OT/PT Service letter with business cards to the school contact.**

The school faxes the referral form with parent signature to Island Health – Child, Youth & Family Rehabilitation Services Intake Office (250 519-6918)

Intake/School Age Program Support processes the Referral and provides completed paperwork to the school therapist.

QUEEN ALEXANDRA CENTRE FOR CHILDREN'S HEALTH (QACCH)  
**SCHOOL DISTRICT #61 - GREATER VICTORIA**  
**2021 – 2022 SCHOOL YEAR**

SCHOOL	OT	PT
Arbutus Middle	Jennifer Kennedy (Ext 36334)	Christine Nykiforuk (Ext 36563)
Bank St	Sarah Mackenzie (Ext 36273)	Robyn Misovic (Ext 36202)
Braefoot	Tara Naylor (Ext 36693)	Drea Prizeman (Ext 36384)
Campus View	Lana Archer (Ext 36331)	Christine Nykiforuk
Cedar Hill Middle	Jan Wardill (Ext 36328)	Drea Prizeman
Central Middle	Sarah MacKenzie (Ext 36273)	Mikayla Rathbone (Ext 36338)
Cloverdale	Jan Wardill	Drea Prizeman
Colquitz Middle	Sara Taylor (Ext 36336)	Sharon Stangeland (Ext 36695)
Craigflower	Brooken Sayers (Ext 36696)	Sharon Stangeland
Doncaster	Jan Wardill	Drea Prizeman
Eagleview	Tara Naylor	Sharon Stangeland
Esquimalt High	Lee Dellabough (Ext 36697)	Sharon Stangeland
Frank Hobbs	Sara Taylor	Victoria MacAulay (Ext: 36222)
George Jay	Sarah MacKenzie	Mikayla Rathbone
Glanford	Kelly Norton (Ext 36564)	Victoria MacAulay
Gordon Head	Teresa Winberg Phillips	Victoria MacAulay
Hillcrest	Teresa Winberg Phillips	Drea Prizeman
Home Learners Link	Assigned if needed	Assigned if needed
- <b>Must be approved by co-ordinator</b>	Assigned if needed	Assigned if needed
James Bay	Lana Archer	Mikayla Rathbone
Lake Hill	Jennifer Kennedy	Drea Prizeman
Lambrick Park	Lee Dellabough	Victoria MacAulay
Lansdowne Middle	Sarah MacKenzie	Mikayla Rathbone
Macaulay	Kelly Norton	Sharon Stangeland
Margaret Jenkins	Lana Archer	Mikayla Rathbone
Marigold	Sarah Whyte	Sharon Stangeland
McKenzie	Kelly Norton	Victoria MacAulay
Monterey	Lee Dellabough	Christine Nykiforuk
Mount Doug Secondary	Lee Dellabough	Victoria MacAulay
Northridge	Sara Taylor	Victoria MacAulay
Oak Bay High	Lee Dellabough	Robyn Misovic (Ext 36202)
Oaklands	Sarah MacKenzie	Mikayla Rathbone
Quadra	Jan Wardill	Drea Prizeman
Reynolds	Lee Dellabough	Drea Prizeman
Rockheights Middle	Lee Dellabough	Sharon Stangeland
Rogers	Jennifer Kennedy	Victoria MacAulay
Shoreline	Tara Naylor	Sharon Stangeland
Sir James Douglas	Lana Archer	Mikayla Rathbone
South Park	Jennifer Kennedy	Mikayla Rathbone
Spectrum	Ginny Kenyon	Victoria MacAulay
Strawberry Vale	Sarah Whyte	Victoria MacAulay
Tillicum	Sarah Whyte	Victoria MacAulay
Torquay	Teresa Winberg Phillips	Victoria MacAulay
Vic High	Ginny Kenyon/Sarah M (2 students)	Mikayla Rathbone
Vic West	Stephanie Edwards	Sharon Stangeland
Victor	Julie Southward (Ext 36562)	Robyn Misovic
View Royal	Kelly Norton	Sharon Stangeland
Willows	Lana Archer	Robyn Misovic

## PT Schools by Staff

Drea Prizeman	Braefoot Doncaster Lake Hill Quadra Hillcrest Reynolds Cedar Hill Middle Cloverdale Traditional School
Mikayla Rathbone	Central Middle Home Learners Link James Bay Lansdowne Middle Margaret Jenkins George Jay South Park Vic High Sir James Douglas
Robyn Misovic	Willows Victor Oak Bay High Bank St
Sharon Stangeland	Eagleview Esquimalt High Macaulay Rockheights Middle Shoreline View Royal Vic West Craigflower Colquitz Marigold
Victoria MacAulay	Glanford Gordon Head Lambrick Park McKenzie Mount Doug Northridge Spectrum Torquay Frank Hobbs Rogers
Christine Nykiforuk	Campus View Arbutus Monterey

## OT Schools by Staff

Kelly Norton	McKenzie Macaulay View Royal Glanford
Sarah Whyte	Tillicum Marigold Strawberry Vale
Brooken Sayers	Craigflower
Jennifer Kennedy	Arbutus Middle School Rogers Lakehill Southpark
Jan Wardill	Doncaster Quadra Cedar Hill Middle Cloverdale
Julie Southward	Victor
Lee Dellabough	Rockheights Mount Doug Secondary Reynolds Secondary Esquimalt High Lambrick Park Oak Bay High Monterey
Lana Archer	Campus View James Bay Margaret Jenkins Sir James Douglas Willows
Sara Taylor	Colquitz Middle Frank Hobbs Northridge
Sarah MacKenzie	George Jay Central Middle Lansdowne Middle Oaklands Bank St.
Tara Naylor	Braefoot Eagleview Shoreline
Stephanie Edwards  Teresa Winberg Phillips	Vic West  Gordon Head Torquay Hillcrest
Ginny Kenyon	Spectrum Vic High