

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.

Sept 2024- June 2025

	SD 61 - Victoria	Occupational Therapy	Physiotherapy
1	Arbutus Middle School	Teresa Winberg-Phillips	Annalise Barber
2	Braefoot Elementary	Lorena Campbell	Drea Prizeman
3	Campus View Elementary	Alexa Jacek	Annalise Barber
4	Cedar Hill Middle School	Alexa Jacek	Drea Prizeman
5	Central Middle School	Sarah MacKenzie	Mikayla Rathbone
6	Cloverdale	Jan Wardill	Drea Prizeman
7	Colquitz Middle School	Lorena Campbell	Emma Taylor
8	Craigflower Elementary	Brooken Sayers	Emma Taylor
9	Doncaster	Jan Wardill	Drea Prizeman
10	Eagle View Elementary	Sarah Whyte	Emma Taylor
11	Esquimalt High	Lana Archer	Emma Taylor
12	Frank Hobbs Elementary	Alexa Jacek	Annalise Barber
13	George Jay Elementary	Sarah MacKenzie	Mikayla Rathbone
14	Glanford Middle School	Stephanie Edwards	Annalise Barber
15	Gordon Head Middle school	Teresa Winberg Phillips	Annalise Barber
16	Hillcrest Elementary	Teresa Winberg Phillips	Drea Prizeman
	Home Learners Link -Elementary	assigned as needed	As needed
	- High School	assigned as needed	As needed
17	James Bay Community School	Jazmin Prest (temp)	Mikayla Rathbone
18	Lake Hill	Alexa Jacek	Drea Prizeman
19	Lambrick Park Secondary	Alexa Jacek	Drea Prizeman
20	Lansdowne Middle	Sarah Mackenzie	Mikayla Rathbone
21	Macaulay	Lana Archer	Emma Taylor
22	Margaret Jenkins Elementary	Jazmin Prest (temp)	Mikayla Rathbone
23	Marigold Elementary	Lorena Campbell	Emma Taylor
24	McKenzie Elementary	Sara Taylor	Emma Taylor
25	Monterey Middle School	Jazmin Prest (temp)	Robyn Misovic
26	Mount Douglas Secondary	Alexa Jacek	Annalise Barber
27	Northridge Elementary	Sara Taylor	Emma Taylor
28	Oak Bay High	Alexa Jacek	Robyn Misovic
29	Oaklands Elementary	Sarah Mackenzie	Mikayla Rathbone
30	Quadra Elementary	Jan Wardill	Mikayla Rathbone
31	Reynolds Secondary	Stephanie Edwards	Drea Prizeman
32	Rockheights Middle	Lana Archer	Emma Taylor
33	Rogers Elementary	Sara Taylor	Annalise Barber
34	Shoreline	Julie Southward	Emma Taylor
35	Sir James Douglas Elementary	Jazmin Prest (temp)	Mikayla Rathbone
36	South Park Family School	Jazmin Prest (temp)	Mikayla Rathbone
37	Spectrum Secondary	Stephanie Edwards	Annalise Barber

38	Strawberry Vale	Sarah Whyte	Emma Taylor
39	Sundance Bank Street	Jazmin Prest (temp)	Mikayla Rathbone
40	Tillicum Elementary	Lorena Campbell	Emma Taylor
41	Torquay Elementary	Teresa Winberg Phillips	Annalise Barber
42	Vic High	Stephanie Edwards	Mikayla Rathbone
43	Vic West	Lana Archer	Emma Taylor
44	Victor – Stabilization Site	Stephanie Edwards	Robyn Misovic
45	View Royal	Claire Abecia	Emma Taylor
46	Willows	Ginny Kenyon	Robyn Misovic

Changes made on: 27-Aug-2024