

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 2025- January 2026

	<i>SD 61 - Victoria</i>	Occupational Therapy	Physiotherapy
1	Arbutus Middle School	Shannon McIndoe	Annalise Barber
2	Braefoot Elementary	Lorena Campbell	Drea Prizeman
3	Campus View Elementary	Shannon McIndoe	Annalise Barber
4	Cedar Hill Middle School	Alexa Jacek	Drea Prizeman
5	Central Middle School	Shelley Skwara	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	Ginny Kenyon	Drea Prizeman
10	Eagle View Elementary	Lauren Gudavicius	Emma Taylor
11	Esquimalt High	Julie Southward temp	Emma Taylor
12	Frank Hobbs Elementary	Shannon McIndoe	Annalise Barber
13	George Jay Elementary	Sarah MacKenzie	Mikayla Rathbone
14	Glanford Middle School	Sara Taylor	Annalise Barber
15	Gordon Head Middle school	Shannon McIndoe	Annalise Barber
16	Hillcrest Elementary	Shannon McIndoe	Drea Prizeman
	Home Learners Link -Elementary	assigned as needed	As needed
	- High School	assigned as needed	As needed
17	James Bay Community School	Shelley Skwara	Mikayla Rathbone
18	Lake Hill	Alexa Jacek	Drea Prizeman
19	Lambrick Park Secondary	Stephanie Edwards	Drea Prizeman
20	Lansdowne Middle	Sarah Mackenzie	Mikayla Rathbone
21	Macaulay	Shelly Boardman temp	Emma Taylor
22	Margaret Jenkins Elementary	Shelley Skwara	Mikayla Rathbone
23	Marigold Elementary	Jan Wardill	Emma Taylor
24	McKenzie Elementary	Sara Taylor	Emma Taylor
25	Monterey Middle School	Sarah Mackenzie	Robyn Misovic
26	Mount Douglas Secondary	Alexa Jacek	Annalise Barber
27	Northridge Elementary	Sara Taylor	Emma Taylor
28	Oak Bay High	Stephanie Edwards	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	Brooken Sayers temp	Emma Taylor
33	Rogers Elementary	Sara Taylor	Annalise Barber
34	Shoreline	Julie Southward	Emma Taylor
35	Sir James Douglas Elementary	Shelley Skwara	Mikayla Rathbone
36	South Park Family School	Shelley Skwara	Mikayla Rathbone
37	Spectrum Secondary	Stephanie Edwards	Annalise Barber

38	Strawberry Vale	Lauren Gudavicius	Emma Taylor
39	Sundance Bank Street	Sarah Mackenzie	Mikayla Rathbone
40	Tillicum Elementary	Lorena Campbell	Emma Taylor
41	Torquay Elementary	Shannon Mcindoe	Annalise Barber
42	Vic High	Shelley Skwara - temp	Mikayla Rathbone
43	Vic West	Alexa Jacek temp	Emma Taylor
44	Victor – Stabilization Site	Stephanie Edwards	Robyn Misovic
45	View Royal	Lauren Gudavicius	Emma Taylor
46	Willows	Shelley Skwara	Robyn Misovic

Changes made on: 13-Aug-2025