

www.summit-school.com

Summit School is a private school recognized and subsidized in the public interest by the Ministère de l'Éducation et l'Enseignement Supérieur (MEES). We have 3 campuses. Our Main Campus and Lauren Hill Campus are in Ville St Laurent. Our TECC Campus is in downtown Montreal.

We service over 670 students, ranging in age between 4 and 21 years old, who present with a range of neurodiverse conditions including intellectual disabilities, autism spectrum disorder, and/or behavioural and emotional disturbances. Summit School accepts children from the island of Montreal, Laval, West Island, and the South and North Shores.

All students at Summit School follow an Individualized Education Plan (IEP) and follow the Ministry mandated program determined by their age and their needs: Preschool Program, Modified Primary, CASP, Modified Secondary Cycle 1, Challenges, and WOTP. Please note that Summit School does not offer a high school leaving diploma.

In addition to our teaching staff, Summit School employs a multidisciplinary team of professionals including occupational therapists, speech and language pathologists, physiotherapists, psychologists, social workers, educational consultants, job coaches, and behaviour technicians. Working together, we dedicate ourselves to providing a supportive environment that meets each student's needs and fosters learning, personal growth, well-being, and independence. In this way, we can ensure that our students begin their adult journey as engaged members of their community, equipped with the confidence and skills they need to lead a fulfilling life.

GENERAL INFORMATION

SCHOOL HOURS

Main campus & TECC campus Arrival - 8:45 a.m. Dismissal - 3:15 p.m. *Lauren Hill campus* Arrival – 8:30 a.m. Dismissal – 3:00 p.m.

OFFICE HOURS

The main office is open Monday to Friday, from 8:00 a.m. to 5:00 p.m. If you would like to visit one of our campuses, please contact the Registrar at 514-744-2867 ext.266.

TRANSPORTATION

Provided for students on the island of Montreal, including West Island and some parts of Laval. South Shore students must arrange special transportation with their local school board.

Herman Erdogmus, Director General Bena Finkelberg, Senior Principal • Cindy Larson, Principal Satellite Campuses Tanya Peixe, Vice Principal, Main Campus • Costa Kyriakou, Vice Principal, Main Campus Josh Cunningham, Vice Principal, Satellite Campuses 1750 Rue Deguire St. Laurent, Qc. H4L 1M7 Tel: (514) 744-2867 Fax: (514)744-6410



The following is a list of documents required to apply for <u>ADMISSION TO SUMMIT SCHOOL</u>. It is important to note that your child's application will <u>not</u> be processed until their file is complete. Be sure to include the <u>application fee</u>, and to <u>sign the release form</u> below. Please answer all questions on the parent questionnaire as completely as possible in order for us to better understand your child. If your child is currently in school or daycare, please have their Teacher/Educator complete the questionnaire, and include it with your application. This information will be part of your child's record and will be kept confidential.

To ensure prompt processing of your application be sure to include the following documents:				
Parent questionnaire Teacher/ Educator questionnaire				
50\$ non-refundable application fee . If paying by cheque, payable to Summit School.				
A copy of the student's <u>Long form birth certificate</u> (having both parent's names). If born outside of Canada , you <u>MUST</u> submit Immigration Canada/QC documents ie: Citzenship, Perm. Residency, Refugee status, work permit etc.				
A copy of the student's <u>English Eligibility certificate</u> . If your child does not yet have one, then a copy of the English certificate of sibling or parent, or proof of primary/ secondary education in Canada in English for the applicant or either parent (a school transcript for example with permanent code). <u>Proof of citizenship for this parent</u> (birth certificate, passport, citizenship card, Permis de conduire Plus)				
Most recent: IEP (Individual Educational Plan) and report card from current school. Daycare progress report (if not yet in school) Psychological Assessment Diagnosis Therapy reports (speech, OT, physio)				
MAIL or drop off these documents with this form to: Summit School c/o Admissions 1750 Deguire, St. Laurent, QC.H4L 1M7				
PLEASE DO NOT EMAIL (Applications sent by email will not be accepted).				
AUTHORIZATION OF THE RESPONSIBLE PARENT / GUARDIAN				
I hereby authorize Summit School to communicate with educators and/or professionals in order to obtain supplemental information in relation to my child's functioning. As part of the intake process, I authorize Summit School professionals to observe and evaluate my child in person. Please note that a photo will also be taken of your child for our internal records only.				
STUDENT:				
DATE OF BIRTH:				
PARENT / GUARDIAN:				
SIGNATURE :				

APPLICATION FOR ENROLLMENT – Pa DATE RECEIVED: (FOR OFFICE USE ONLY)		PLEASE INSERT A RECENT HOTOGRAPH OF YOUR CHILD		
WHICH SCHOOL YEAR ARE YOU APPLYING FOR?				
STUDENT IDENTIFICATION: As it appears on the Birth	Certificate			
(Last name) (First nam	e) (Prefe	rred name)		
DATE OF BIRTH:	(dd/mm/yy) BIOLOGICAL SEX	Male Female		
GENDER: FEMALE MALE NON-BINARY				
PLACE OF BIRTH: If born outs	ide of Canada, you <u>MUST</u> submit	Immigration documents		
RELIGION: MOTH	ER TONGUE:			
DIAGNOSIS:	MEQ CODE OF DIFFIC	ULTY:		
PERMANENT CODE: (Appears on your child's report card)				
EMERGENCY CONTACT:	()			
(Other than parent) (Name)	(Phone no.)	(Relation)		
LEGAL GUARDIAN(S): Please check off who the legal	guardian is for this applicant			
BOTH PARENTS PARENT 1 PARENT 2				
OTHER/ Full name:	Relation to applicant:			
LIVES WITH: BOTH PARENTS PARENT 1	PARENT 2 CARE	GIVER		
PARENT 1 & PARENT 2 SEPERATELY: Indicate frequency	in the shaded area below, alternating	y weeks/ months/ weekends		
PARENT 1: GENDER: FEMALE MALE NON-B	INARY			
LAST NAME:	FIRST NAME:			
BIRTHPLACE:	BIRTHDATE:			
ADDRESS:	(dd/mm/yy)	APP#:		
CITY:	POSTAL CODE:			
HOME PHONE: ()				
CELLULAR NO. (E-MAIL:				
LIST OF PEOPLE LIVING IN YOUR HOME OTHER THAN PARENT (S) / GUARDIAN(S): NAME RELATION (sibling, grandparent, etc)				
	grandparont, oto)		

PARENT 2: GENDER: FEMALE MALE NON-BI	NARY			
LAST NAME:	FIRST NAME:			
BIRTHPLACE:	BIRTHDATE:			
	(dd/mm/yy)			
HOME PHONE: ()	WORK PHONE NO.: ()			
CELLULAR NO.: () E-MAIL: _				
□ PLEASE CHECK ☑ IF ADDRESS SAME AS ABOVE, if not	specify below;			
ADDRESS:	APP#:			
CITY:				
LIST OF PEOPLE LIVING IN YOUR HOME OTHER THAN PAREN	IT (S) / CHADDIAN(S)-			
NAME	RELATION (sibling, grandparent, etc)			
CAREGIVER IDENTIFICATION (if applicable): GENDER:	FEMALE MALE NON-BINARY			
LAST NAME:	FIRST NAME:			
BIRTHPLACE:	BIRTHDATE:			
	(dd/mm/yy)			
ADDRESS:				
CITY:	POSTAL CODE:			
HOME PHONE: ()	WORK PHONE NO.: ()			
CELLULAR NO.: () E-MAIL:				
LIST OF PEOPLE LIVING IN YOUR HOME OTHER THAN PARENT (S) / GUARDIAN(S):				
NAME	RELATION (sibling, grandparent, etc)			

WHICH SCHOOL/ DAYCARE IS YOUR CHILD ATTENDING?			
ADDRESS & TEL #.:			
SCHOOL BOARD:			
IS YOUR SCHOOL BOARD AWARE THAT	YOU ARE APPLYING TO SUMMIT SCHOOL	? YES NO	
WHICH AGENCY OR PERSON REFERRED	O YOU TO SUMMIT SCHOOL?		
	UST BE INFORMED (WITH THE EXCEPTION OF DOL. AN "ENTENTE" WILL BE SIGNED BY OUR		
PREVIOUS SCHOOLING / DAYCARE:			
NAME OF SCHOOL/DAYCARE	SCHOOL BOARD (if applicable)	TYPE OF PROGRAM	
SOCIAL SERVICES			
PUBLIC SERVICE PROVIDERS: Please c	heck off if you are CURRENTLY receiving A	NY services from the following agencies;	
CLSC Name and telephone # of SOC	CIAL WORKER:		
CLSC Name and telephone # of PS	YCHOEDUCATOR:		
CRDI Name and telephone # of PSN	CHOEDUCATOR:		
ADAPTED TRANSPORT FILE # (if applicable)			
PRIVATE SERVICES:			
Please specify:			
FUNDING: Please check off if you are receiving funding from any of the following government programs;			
SUPPLEMENTARY ALLOWANCE I DISABILITY TAX CREDIT (T2201) SOUTIEN À LA FAMILLE			
SOCIAL ASSISTANCE (for students 18+) S.I.N #			

HEALTH	HEALTH				
PEDIATRICIAN - Name and telephone #					
FAMILY DOCTOR - Name and telephone #					
DOES YOUR CHILD HAVE SEIZURES? Y	ES NO	TYPE			
HOW OFTEN DO THEY OCCUR?					
DOES YOUR CHILD SUFFER FROM ALLE	RGIES? YES	NO			
IF SO, TO WHAT?					
IS YOUR CHILD ON MEDICATION ON A R	EGULAR BASIS	? YES NO	IF SO, COMPLETE	THE FOLLOWING TABLE:	
NAME OF MEDICINE	DOSAGE	Frequency	REASON FOI	R TAKING IT	
MEDICAL HISTORY HAVE THERE BEEN ANY SERIOUS ILLNESSES OR CHRONIC CONDITIONS IN THE CHILD'S HISTORY? YES NO PLEASE DESCRIBE:					
ACTIVITIES OF DAILY LIVING					
TOILETING: DOES YOUR CHILD DO THE FOLLOWING; REQUEST TO GO TO THE BATHROOM? YES NO HAVE ACCIDENTS? YES NO WIPE INDEPENDENTLY? YES NO DURING THE NIGHT? YES NO WEAR A PULL UP DURING THE DAY? YES NO DURING THE NIGHT? YES NO NOTES:					

ACTIVITIES OF DAILY LIVING (continued)
EATING: DOES YOUR CHILD DO THE FOLLOWING;
FEED THEMSELVES? YES NO USE A FORK? YES NO USE A SPOON? YES NO
DRINK FROM A CUP? YES NO HAVE A SPECIAL DIET? YES NO
NOTES:
MOBILITY
WALKING: INDEPENDENT CONSTANT SUPPORT
WALKING AIDS: WALKER BRACES OTHER
STAIRS: INDEPENDENT SOME SUPPORT CONSTANT SUPPORT
SAFETY ISSUES:
SENSORY NEEDS
DOES YOUR CHILD HAVE SENSORY ISSUES? YES NO If <u>yes</u> , please check 🗹 those that apply:
DOES YOUR CHILD FREQUENTLY;
MOUTH OR EAT NON-EDIBLES?
SEEM BOTHERED BY BRIGHT LIGHTS?
SEEM BOTHERED BY LOUD OR UNEXPECTED NOISES?
SEEM BOTHERED WHEN TOUCHED LIGHTLY?
SEEM BOTHERED WHEN HANDS ARE MESSY?
MOVE AROUND A LOT? (JUMP, SPIN, PACE)
PUSH, PULL, SQUEEZE, BANG?
SENSORY TOOLS CURRENTLY USED?
COMMUNICATION
MY CHILD COMMUNCATES BY: Please check ☑ those that apply
GESTURES PHRASES SIGNS SOUNDS SENTENCES
Usuals Words Echolalia Facial expressions
MY CHILD UNDERSTANDS:
SINGLE WORDS SHORT PHRASES/ REQUESTS TWO STEP DIRECTIONS
IS YOUR CHILD CURRENTLY USING A SPECIALIZED DEVICE OR PROGRAM? (i.e. AAC Assistive Augmentative Communication):

SOCIAL EMOTIONAL DEVELOPMENT
GROUP INTERACTION: Please check ☑ those that apply
LEVEL OF PLAY: ALONE NEAR OTHERS WITH OTHERS UNABLE TO PLAY WITHOUT ADULT SUPPORT
PLAY SKILLS: SHARING TURN-TAKING
Preferred activities:

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EMOTIONAL & BEHAVIOURAL REGULATION Please check I those that apply:				
		_		
CONTENT	ACTIVE OR UNSETTLED	WITHDRAWN OR SUBDUED		
ENOTIONAL CONCERNS.				
EMOTIONAL CONCERNS:	ANGER	SADNESS/ EXCESSIVE CRYING		
BEHAVIOURAL CONCERNS:				
MILD NONCOMPLIANCE	SIGNIFICANT NO	DNCOMPLIANCE		
TANTRUMS/MELTDOWNS (UND	ER15 MINS) TANTRUMS/MEL	TDOWNS (OVER 15 MINS)		
MILD AGGRESSION TOWARD SE	ELF SIGNIFICANT AC	GGRESSION TOWARD SELF		
MILD AGGRESSION TOWARD O	THERS SIGNIFICANT AC	GGRESSION TOWARD OTHERS		
VERBAL AGGRESSION OR THRE	EATS			
COMMON TRIGGERS:	CHANGE IN DAILY ROUTINE	DOESN'T GET WHAT THEY WANT/ EXPECT		
OTHER	BRIGHT/BUSY ENVIRONMENT			
(Please specify):				
PLEASE DESCRIBE ANY:				
Dislikes / fears:				
Safety concerns (e.g.; street safety, safe	ety in a moving vehicle):			
Additional behaviours of concern:				
Preferred rewards / motivators:				
Useful calming strategies:				

EMOTIONAL & BEHAVIOURAL REGULATION (continued)
Strategies / intervention plans used at school/daycare:
Please share any other important information regarding your child's functioning at school, daycare, or at home:

HAS YOUR CHILD BEEN <u>EVALUATED</u> FOR: (Please refer to <u>most recent</u> evaluation if there is more than one for the following services)

	Where?			
HEARING	When?			
	By whom?			
	Findings?			
		Hearing Aid 🔘	Cochlear Implant	FM System 〇
	Where?			· · · ·
VISION	When?			
Yes ${f O}$ No ${f O}$	By whom?			
	Findings?			Wears glasses
	Where?			
DENTAL	When?			
Yes ${f O}$ No ${f O}$	By whom?			
	Findings?			
	Where?			
	When?			
SPEECH LANGUAGE PATHOLOGIST	By whom / telephone #?			
Yes $\mathbf{O}_{No}\mathbf{O}$	Diagnosis:			
	CURRENTLY receiving intervention?	_{YES} O	NO O	
	Where?			
	When?			
OCCUPATIONAL THERAPY	By whom / telephone #?			
	Diagnosis:			
	CURRENTLY receiving intervention?	yes O	NO	

HAS YOUR CHILD BEEN EVALUATED FOR: (<i>Please refer to <u>most recent</u> evaluation if there is more than one for the following services)</i>				
	Where?			
	When?			
PHYSIOTHERAPY Yes O No O	By whom?			
	Telephone #?			
	Diagnosis:			
	CURRENTLY receiving intervention?	YES	NO	
	Where?			
NEUROLOGY	When?			
Yes \mathbf{O} No \mathbf{O}	By whom?			
	Telephone # ?			
	Diagnosis:			
	CURRENTLY receiving intervention?	YES 〇	NO	
	Where?			
PSYCHOLOGY	When?			
Yes \mathbf{O} No \mathbf{O}	By whom?			
	Telephone # ?			
	Diagnosis:			
	CURRENTLY receiving intervention?	YES	NO	
	Where?			
	When?			
	By whom?			
Yes 🔾 No 🔾	Telephone #?			
	Diagnosis:			
	CURRENTLY receiving intervention?	YES O	NO	



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APPLICATION FOR ENROLLMENT – Teacher / Educator questionnaire

TO BE FILLED OUT BY CHILD'S CURRENT TEACHER/EDUCATOR FOR APPLICATION TO SUMMIT SCHOOL

NAME OF CHILD:	DATE:
NAME OF PROFESSIONAL:	
TITLE/ROLE (E.G. Teacher, Resource Teacher, Educator):	
SCHOOL/DAYCARE:	
EMAIL ADDRESS:	

A. DESCRIPTION OF CLASS (PLEASE INCLUDE GRADE, NUMBER OF STUDENTS IN CLASS, AND STAFF TO STUDENT RATIO):

B.	SCHOOL/DAYCARE SCHEDULE:	PART-TIME	FULL-TIME
	IF PART-TIME, PLEASE INDICATE STUD	ENT'S SCHEDULE (MORN	IING ATTENDANCE ONLY, 2 DAYS PER WEEK, ETC.):
C.	OVERALL LEVEL OF SUPPORT:	1 ON 1	SHARED INTEGRATION AIDE
		RESOURCE ROOM	NO INTEGRATION AIDE SUPPORT
	ADDITIONAL COMMENTS:		

ACTIVITIES OF DAILY LIVING

Α.	DRESSING:
	INDEPENDENT SUPPORT CONSTANT SUPPORT
	ADDITIONAL COMMENTS REGARDING DRESSING:
-	
в.	TOILETING (CHECK ALL THAT APPLY):
	INDEPENDENT SOME SUPPORT (HABIT TRAINED) CONSTANT SUPPORT (WEARS DIAPER)
	CAN WIPE INDEPENDENTLY REQUIRES HELP WITH WIPING
	ADDITIONAL COMMENTS REGARDING TOILETING:
_	
C.	EATING (CHECK ALL THAT APPLY):
	INDEPENDENT SOME SUPPORT CONSTANT SUPPORT
	USES A SPOON OR FORK
	ADDITIONAL COMMENTS REGARDING EATING:

COMMUNICATION

PLEASE CHECK ALL THAT APPLY:

RECEPTIVE	EXPRESSIVE
UNDERSTANDS GESTURES/SIGNS	USES GESTURES/SIGNS
UNDERSTANDS PICTOS/VISUALS	USES PICTOS/VISUALS
UNDERSTANDS SINGLE WORDS	USES SINGLE WORDS
UNDERSTANDS SIMPLE SENTENCES	USES SIMPLE SENTENCES
UNDERSTANDS COMPLEX SENTENCES	USES COMPLEX SENTENCES
UNDERSTANDS CORE/ PICTURE BOARD	USES CORE/ PICTURE BOARD
UNDERSTANDS COMMUNICATION APP/DEVICE	USES COMMUNICATION APP/DEVICE

NOTES (ANY OTHER RELEVANT COMMUNICATION INFORMATION):

FINE MOTOR SKILLS

PLEASE CHECK ALL THAT APPLY:

CAN WRITE NAME	CAN COPY LETTERS/NUMBERS/WORDS
CAN TRACE	CAN PRINT
CAN WRITE IN CURSIVE	USES SCISSORS SAFELY

ACADEMICS

A. READING:

- APPROXIMATE GRADE LEVEL: ______
- PROGRAMS USED:

ADDITIONAL COMMENTS:

B. MATH:

- APPROXIMATE GRADE LEVEL: _____
- PROGRAMS USED:

ADDITIONAL COMMENTS:

C. WRITTEN COMMUNICATION:

CHILD CAN (PLEASE CHECK OFF MOST RELEVANT):

WRITTEN COMMUNICATION			
WRITE SINGLE WORDS			
WRITE SHORT SENTENCES			
WRITE COMPLETE SENTENCES			
WRITE A PARAGRAPH			

ADDITIONAL COMMENTS:

D. IN SEAT OR TASK ENDURANCE:

ACTIVITY	DURATION IN MINUTES WITH SUPPORT	DURATION IN MINUTES WITHOUT SUPPORT
PUZZLE		
BOOK		
COLOURING/DRAWING		
INDEPENDENT WORK TASK		
PENCIL/PAPER ACTIVITY		
LISTENING TO AN ADULT 1:1		
LISTENING AS PART OF A GROUP		

LEISURE

A. GROUP INTERACTION (PLEASE CHECK WHICH ONE(S) BEST DESCRIBE THE STUDENT):

LEVEL OF PLAY	PLAYS ALONE
	PLAYS NEAR OTHERS
	PLAYS WITH OTHERS
PLAY SKILLS	SHARING
	TURN TAKING

B. GROUP ACTIVITY (PLEASE CHECK WHICH ONE DESCRIBES THE STUDENT BEST):

ACTIVITY	YES, INDEPENDENTLY	YES, WITH PROMPTING	REQUIRES FULL SUPPORT
FOLLOWS GROUP ACTIVITIES			
FOLLOWS DAILY ROUTINE			
REMAINS WITH THE GROUP			LIKELY TO RUN OR WANDER OFF

PREFERRED ACTIVITIES:

SOCIAL-EMOTIONAL LEARNING

A. CHILD'S LIKES/REINFORCERS/MOTIVATORS:

B. CHILD'S DISLIKES/FEARS:

C. EMOTIONAL AND BEHAVIOURAL REGULATION:

(PLEASE CHECK WHICH ONE(S) BEST DESCRIBE THE STUDENT)

GENERAL TEMPERAMENT	CONTENT, READY TO LEARN	
	ACTIVE OR UNSETTLED	
	WITHDRAWN OR SUBDUED	
EMOTIONAL CONCERNS	ANXIETY/FEAR	
	ANGER	
	SADNESS, EXCESSIVE CRYING	
BEHAVIOURAL CONCERNS	MILD NON-COMPLIANCE	
	SIGNIFICANT NON-COMPLIANCE	
	TANTRUMS/MELTDOWNS (LAST LESS THAN 15 MINS)	
	TANTRUMS/MELTDOWNS (LAST MORE THAN 15 MINS)	
	MILD AGGRESSION TOWARD SELF	
	SIGNIFICANT AGGRESSION TOWARD SELF	
	MILD AGGRESSION TOWARD OTHERS	
	SIGNIFICANT AGGRESSION TOWARD OTHERS	
	VERBAL AGGRESSION TOWARD OTHERS	
COMMON TRIGGERS	TRANSITIONS	
	CHANGE IN DAILY ROUTINE	
	CHILD DOESN'T GET WHAT THEY WANT OR EXPECT	
	WORK/TASK DEMANDS	
	LOUD/UNEXPECTED NOISES	
	BRIGHT/BUSY ENVIRONMENTS	
	NEW PERSON/PLACE/ACTIVITY	
	CROWDS	

A. DOES THE STUDENT HAVE AN INDIVIDUALIZED BEHAVIOUR PROGRAM?

YES NO

PLEASE DESCRIBE THE STUDENT'S BEHAVIOUR PLAN/DE-ESCALATION, AND SHARE A COPY IF POSSIBLE:

B. THIS YEAR, THE FOLLOWING INTERVENTIONS WERE EFFECTIVE:

(PLEASE CHECK ALL THAT ARE APPLICABLE)

MOVEMENT BREAKS	FIRST/THEN
SOCIAL STORY	TIME AWAY FROM GROUP
VIDEO MODEL	CHECK-INS
BREAKS	USE OF FIDGETS
USE OF REINFORCERS	RESOURCE PERSONNEL
VISUAL SUPPORTS	PLEASE LIST:

C. USEFUL CALMING STRATEGIES:

D. PLAY SKILLS/FRIENDSHIPS:

CHILD PREFERS PLAYING ON THEIR OWN
CHILD ENGAGES IN PARALLEL PLAY
CHILD INTERACTS WITH PEERS
CHILD INITIATES PLAY
CHILD HAS FRIENDS
CHILD PREFERS ADULT INTERACTIONS

OTHER IMPORTANT INFORMATION: