

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 located in Ville St Laurent. Our TECC Campus is located in downtown Montreal.

We service over 650 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.



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 <u>DO NOT EMAIL</u> (Applications sent by email <u>will not</u> 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 – Parent questionnaire

 PLEASE INSERT A RECENT PHOTOGRAPH OF YOUR CHILD

WHICH SCHOOL YEAR ARE YOU APPLYING FOR?			
STUDENT IDENTIFICATION: As it appears on the Birth	Certificate		
(Last name) (First name	e) (Preferred name)		
DATE OF BIRTH:			
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 DIFFICULTY:		
PERMANENT CODE: (Appears on your child's report card)			
EMERGENCY CONTACT:	(Daleting)		
(Other than parent) (Name)	(Phone no.) (Relation)		
LEGAL GUARDIAN(S): Please check off who the legal g	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 CAREGIVER		
PARENT 1 & PARENT 2 SEPERATELY: Indicate frequency i	in the shaded area below, alternating weeks/ months/ weekends		
PARENT 1: GENDER: FEMALE MALE NON-BI	INARY		
LAST NAME:	FIRST NAME:		
BIRTHPLACE:	BIRTHDATE:		
ADDRESS:	(dd/mm/yy) APP#:		
CITY:	POSTAL CODE:		
HOME PHONE: ()	WORK PHONE NO.: ()		
CELLULAR NO. () E-MAIL	:		
LIST OF PEOPLE LIVING IN YOUR HOME OTHER THAN PAREN	NT (S) / GUARDIAN(S): RELATION (sibling, grandparent, etc)		

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:	POSTAL CODE:
LIST OF PEOPLE LIVING IN YOUR HOME OTHER THAN PAREN	NT (S) / GUARDIAN(S):
NAME	RELATION (sibling, grandparent, etc)
CAREGIVER IDENTIFICATION (if applicable): GENDER:	FEMALE MALE NON-BINARY
LAST NAME:	FIRST NAME:
BIRTHPLACE:	BIRTHDATE: (dd/mm/yy)
	(dd/mm/yy)
ADDRESS:	APP#:
CITY:	POSTAL CODE:
HOME PHONE: ()	WORK PHONE NO.: ()
CELLULAR NO.: () E-MAIL:	
LIST OF PEOPLE LIVING IN YOUR HOME OTHER THAN PAREN	NT (S) / GUARDIAN(S):
NAME	RELATION (sibling, grandparent, etc)

WHICH SCHOOL/ DAYCARE IS YOUR CHILD ATTENDING?					
ADDRESS & TEL #.:	ADDRESS & TEL #.:				
SCHOOL BOARD:					
IS YOUR SCHOOL BOARD AWARE THAT	YOU ARE APPLYING TO SUMMIT SCHOOL?	YES NO			
WHICH AGENCY OR PERSON REFERRED	YOU TO SUMMIT SCHOOL?				
	JST BE INFORMED (WITH THE EXCEPTION OF OL. AN "ENTENTE" WILL BE SIGNED BY OUR				
PREVIOUS SCHOOLING / DAYCARE:					
NAME OF SCHOOL/DAYCARE	SCHOOL BOARD (if applicable)	TYPE OF PROGRAM			
	neck off if you are CURRENTLY receiving A				
CLSC Name and telephone # of SOC	CIAL WORKER:				
CLSC Name and telephone # of PS\	CHOEDUCATOR:				
CRDI Name and telephone # of PSY	CHOEDUCATOR:				
ADAPTED TRANSPORT FILE # (if app	licable)				
PRIVATE SERVICES: Please specify:					
<u>FUNDING</u> : Please check off if you are receiving funding from any of the following government programs;					
SUPPLEMENTARY ALLOWANCE	DISABILITY TAX CREDIT (T2201)	SOUTIEN À LA FAMILLE			
SOCIAL ASSISTANCE (for students 18	3+) S.I.N#	·			

<u>HEALTH</u>			
MEDICARE#		E	KPIRY DATE
PEDIATRICIAN - Name and telephone #			
FAMILY DOCTOR - Name and telephone #			
DOES YOUR CHILD HAVE SEIZURES?	YES 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	REGULAR BASIS	? YES NO	IF SO, COMPLETE THE FOLLOWING TABLE:
NAME OF MEDICINE	DOSAGE	Frequency	REASON FOR TAKING IT
MEDICAL HISTORY	<u> </u>	1	1
HAVE THERE BEEN ANY SERIOUS ILLNE	SSES OR CHRO	ONIC CONDITION	NS IN THE CHILD'S HISTORY?
YES NO PLEASE DESCRIBE:			
WHAT IS THE CURRENT STATUS?			
ACTIVITIES OF DAILY LIVING			
TOILETING: DOES YOUR CHILD DO THE	FOLLOWING;		
REQUEST TO GO TO THE BATHROOM?	YES NO	HAVE A	CCIDENTS? YES NO
WIPE INDEPENDENTLY? YES NO			
WEAR A PULL UP DURING THE DAY?	YES NO	DURING	THE NIGHT? YES NO
NOTES:			
EATING: DOES YOUR CHILD DO THE FO			
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			
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
VISUALS 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):
Notes:
SOCIAL EMOTIONAL DEVELOPMENT
GROUP INTERACTION: Please check ☑ those that apply
LEVEL OF PLAY:ALONE NEAR OTHERSWITH OTHERSUNABLE TO PLAY WITHOUT ADULT SUPPORT
PLAY SKILLS: SHARING TURN-TAKING
Preferred activities:

EMOTIONAL & BEHAVIOURAL REGU	LATION Please check ☑ those t	that apply:
GENERAL TEMPERAMENT: CONTENT	ACTIVE OR UNSETTLED	WITHDRAWN OR SUBDUED
EMOTIONAL CONCERNS: ANXIETY/FEAR	ANGER	SADNESS/ EXCESSIVE CRYING
BEHAVIOURAL CONCERNS: MILD NONCOMPLIANCE TANTRUMS/MELTDOWNS (UNDE MILD AGGRESSION TOWARD SE MILD AGGRESSION TOWARD OT VERBAL AGGRESSION OR THRE	ER15 MINS) TANTRUMS/ME ELF SIGNIFICANT A THERS SIGNIFICANT A	ONCOMPLIANCE LTDOWNS (OVER 15 MINS) GGRESSION TOWARD SELF GGRESSION TOWARD OTHERS
COMMON TRIGGERS: TRANSITIONS WORK/ TASK DEMANDS OTHER (Please specify):	CHANGE IN DAILY ROUTINE LOUD/ UNEXPECTED NOISES BRIGHT/BUSY ENVIRONMENT	
PLEASE DESCRIBE ANY:		
Dislikes / fears:	ety in a moving vehicle):	
Additional behaviours of concern:		
Preferred rewards / motivators: Useful calming strategies:		
Strategies / intervention plans used at so	chool/daycare:	
Please share any other important info	ormation regarding your child'	s functioning at school, daycare, or at home:

HAS YOUR CHILD BEEN EVALUATED FOR: (Please refer to most recent evaluation if there is more than one for the following services) Where? When? **HEARING** Yes O No O By whom? Findings? Hearing Aid () Cochlear Implant () FM System () Where? **VISION** When? Yes O No O By whom? Findings? Glasses () Where? **DENTAL** When? Yes O No O By whom? Findings? Where? When? **SPEECH LANGUAGE PATHOLOGIST** By whom / telephone #? Yes O No O Diagnosis: **CURRENTLY** receiving YES() NO intervention? Where? When? **OCCUPATIONAL** THERAPY By whom / telephone #? Yes O No O Diagnosis:

YES \bigcirc

NO

CURRENTLY receiving

intervention?

EVALUATIONS (continued)

	EN EVALUATED FOR: cent evaluation if there is mor	e than one for the followi	ng services)	
	Where?			
	When?			
PHYSIOTHERAPY Yes O No O	By whom?			
	Telephone #? Diagnosis:			
	CURRENTLY receiving intervention?	YES	NO	
	Where?			
NEUROLOGY	When?			
Yes O No O	By whom?			
	Telephone # ?			
	Diagnosis:			
	CURRENTLY receiving intervention?	YES O	NO ^O	
	Where?			
PSYCHOLOGY	When?			
Yes O No O	By whom?			
	Telephone # ?			
	Diagnosis:			
	CURRENTLY receiving intervention?	YES	NO	
	Where?			
	When?			
PSYCHIATRY Yes O No O	By whom? Telephone #?			
	Diagnosis:			
	CURRENTLY receiving intervention?	YES O	NO	



APPLICATION FOR ENROLLMENT – Teacher / Educator questionnaire

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

Γ			
	NAME OF CHILD:		DATE:
	NAME OF PROFESSIONAL:		
	TITLE/ROLE (E.G. Teacher, Resource T	eacher, Educator):	
	SCHOOL/DAYCARE:		
	EMAIL ADDRESS:		
۱.	DESCRIPTION OF CLASS (PLEASE INCLU	IDE GRADE, NUMBER OF ST	UDENTS IN CLASS, AND STAFF TO STUDENT RATIO):
3.	SCHOOL/DAYCARE SCHEDULE:	PART-TIME	☐ FULL-TIME
	IF PART-TIME, PLEASE INDICATE STUD	PENT'S SCHEDULE (MORN	IING ATTENDANCE ONLY, 2 DAYS PER WEEK, ETC.):
·	OVERALL LEVEL OF SUPPORT:	1 ON 1	SHARED INTEGRATION AIDE
		☐ RESOURCE ROOM	NO INTEGRATION AIDE SUPPORT
	ADDITIONAL COMMENTS:		

(TEACHER/EDUCATOR CON'D)

ACTIVITIES OF DAILY LIVING

۱.	DRESSING:
	☐ INDEPENDENT ☐ SOME SUPPORT ☐ CONSTANT SUPPORT
	ADDITIONAL COMMENTS REGARDING DRESSING:
	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:
_	
_	
_	EATING (CHECK ALL THAT APPLY):
_	EATING (CHECK ALL THAT APPLY): INDEPENDENT SOME SUPPORT CONSTANT SUPPORT
-	
-	☐ INDEPENDENT ☐ SOME SUPPORT ☐ CONSTANT SUPPORT ☐ USES A SPOON OR FORK
- :-	☐ INDEPENDENT ☐ SOME SUPPORT ☐ CONSTANT SUPPORT
•	☐ INDEPENDENT ☐ SOME SUPPORT ☐ CONSTANT SUPPORT ☐ USES A SPOON OR FORK
	INDEPENDENT SOME SUPPORT CONSTANT SUPPORT USES A SPOON OR FORK ADDITIONAL COMMENTS REGARDING EATING: COMMUNICATION
	☐ INDEPENDENT ☐ SOME SUPPORT ☐ CONSTANT SUPPORT ☐ USES A SPOON OR FORK ADDITIONAL COMMENTS REGARDING EATING:
	INDEPENDENT SOME SUPPORT CONSTANT SUPPORT USES A SPOON OR FORK ADDITIONAL COMMENTS REGARDING EATING: COMMUNICATION
	INDEPENDENT
	☐ INDEPENDENT ☐ SOME SUPPORT ☐ CONSTANT SUPPORT ☐ USES A SPOON OR FORK ADDITIONAL COMMENTS REGARDING EATING: COMMUNICATION ASE CHECK ALL THAT APPLY: RECEPTIVE EXPRESSIVE
	INDEPENDENT
	INDEPENDENT
	INDEPENDENT SOME SUPPORT CONSTANT SUPPORT USES A SPOON OR FORK ADDITIONAL COMMENTS REGARDING EATING: COMMUNICATION ASE CHECK ALL THAT APPLY: RECEPTIVE EXPRESSIVE UNDERSTANDS GESTURES/SIGNS USES GESTURES/SIGNS UNDERSTANDS PICTOS/VISUALS USES PICTOS/VISUALS UNDERSTANDS SINGLE WORDS USES SINGLE WORDS
	INDEPENDENT SOME SUPPORT CONSTANT SUPPORT USES A SPOON OR FORK ADDITIONAL COMMENTS REGARDING EATING: COMMUNICATION ASE CHECK ALL THAT APPLY: RECEPTIVE EXPRESSIVE UNDERSTANDS GESTURES/SIGNS USES GESTURES/SIGNS UNDERSTANDS PICTOS/VISUALS USES PICTOS/VISUALS UNDERSTANDS SINGLE WORDS UNDERSTANDS SIMPLE SENTENCES USES SIMPLE SENTENCES

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
Δ.	READIN	G:	
		•	APPROXIMATE GRADE LEVEL:
		•	PROGRAMS USED:
	ADDITION	NAL CO	MMENTS:
3.	MATH:	•	APPROXIMATE GRADE LEVEL:
		•	PROGRAMS USED:
	ADDITIO	ONAL C	OMMENTS:
C.	WRITTE	N СОМ	MUNICATION:
	CHILD C	AN (PL	EASE CHECK OFF MOST RELEVANT):
			WRITTEN COMMUNICATION
			WRITE SINGLE WORDS
			WRITE SHORT SENTENCES
			WRITE COMPLETE SENTENCES
			WRITE A PARAGRAPH
	ADDITIO	ONAL C	OMMENTS:

D. IN SEAT OR TASK ENDURANCE:

ACTIVITY	DURATION IN MINUTES WITH SUPPORT	DURATION IN MINUTES WITHOUT SUPPORT
PUZZLE		
воок		
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

Α.	CHILD'S LIKES/REINFORCERS/N	IOTIVATORS:	
В.	CHILD'S DISLIKES/FEARS:		
C.	EMOTIONAL AND BEHAVIOURAL (PLEASE CHECK WHICH ONE(S)		
	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	
	BEHAVIOURAL CONCERNS	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	

(TEACHER/EDUCATOR CON'D)

	EAR, THE FOLLOWING INTERVENTIONS WERE	EFFECTIVE:
(PLEAS	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:
SEFUL	CALMING STRATEGIES:	
	SKILLS/FRIENDSHIPS:	'N
	SKILLS/FRIENDSHIPS: CHILD PREFERS PLAYING ON THEIR OW	'N
	CHILD ENGAGES IN PARALLEL PLAY	/N
	SKILLS/FRIENDSHIPS: CHILD PREFERS PLAYING ON THEIR OW	/N
	CHILD PREFERS PLAYING ON THEIR OW CHILD ENGAGES IN PARALLEL PLAY CHILD INTERACTS WITH PEERS	/N
	CHILD PREFERS PLAYING ON THEIR OW CHILD ENGAGES IN PARALLEL PLAY CHILD INTERACTS WITH PEERS CHILD INITIATES PLAY	/N