



CHILD CARE SPECIAL NEEDS ACCESS POINT

Before making a referral to CCSNAP, please review the following information.

Process for Obtaining Consent to Release Information

1. After you have met with the parent(s) to discuss your developmental concern about their child, please complete the Consent to Release Information form, and then call the **SNAP Coordinator at 519-741-0076**.
2. Explain to the parent(s) the purpose of the referral to **SNAP: *To allow a more coordinated and timely approach when a child presents with a developmental concern such as language delays, behavioural issues, unusual behaviour patterns, difficulties with learning, etc. in a licensed child care program.***
3. Inform parent(s) of the names of each agency and the geographic area served, and the potential role they may play in supporting the child's needs in the child care setting. Let the parent know that the information collected by the **SNAP** Coordinator will be shared with the appropriate agency(s). Once the referral is determined, the Coordinator will send the referral form to the appropriate agency(s)
4. It is imperative that parents understand what they are consenting to. Should **language translation services be required, contact the SNAP coordinator at 519-741-0076.**

Agency	Geographical Area Served	Services In Child Care Centre
Community Living Cambridge	Cambridge & North Dumfries	-supporting children who present with developmental concerns.
Elmira District Community Living	Elmira, Woolwich and Wellesley Townships	
K-W Habilitation Services – Preschool Outreach	Kitchener, Waterloo, New Hamburg & Wilmot Township	
K-W Habilitation Services – Department of Kinesiology	Region of Waterloo	- supporting children with developmental and physical concerns. Referred only by KidsAbility OT or PT, or in special circumstances on the direction of the SNAP Coordinator.
KidsAbility- ECE Outreach and SPOT	Region of Waterloo	-supporting children with developmental, physical and/or communication concerns.
kidsLINK	Region of Waterloo	-supporting children with social, emotional or behavioural concerns.
Developmental Services Access Centre	Region of Waterloo	-providing clinical assessment services in exceptional circumstances.

5. In the event that it is unclear as to the most appropriate agency for service, inform the parent(s) he/she will be contacted by the **SNAP** Coordinator for further clarification.
6. Ask the parent to sign the form and explain that you will witness the signature.
7. Provide the contact information below for the parent(s), if he/she has any questions or concerns.
8. File the Consent to Release Information form in the child's file at the referral location.

Joan Wagner, SNAP Coordinator
 Child Care Special Needs Access Point (**SNAP**)
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