



Registration of Children & Youth in Care Administrative Procedure 1.B.152

1.0 School Administration
1.B. Students

Board Governance Policy Cross Reference:

Legal Reference: Education and Child & Family Services Protocol for Children and Youth in Care, May 2013

Date Adopted: February 2014

Date Amended: October 2024

The well-being of children and youth in care is the shared responsibility of many government and community partners.

“When a child is in care, sharing relevant information improves the understanding and provision of support to the child, the caregiver and the family, and supports a child’s sense of continuity and need for permanency. Children in care have the same developmental, emotional, social, health, educational, cultural and spiritual needs as all children. In addition, the impact of separation, loss and reunification may require supports and services beyond what is provided to all children of the same age.

(Section 1.1.2. of the CFS Standards Manual)”

- Education and Child & Family Services Protocol for Children and Youth in Care, May 2013, page 6

Roles and Responsibilities

The child and family services worker/agency/region, caregiver(s) and/or parent(s) are responsible for:

- Registration of students.
- Informing Principal or relevant school staff as to the significant changes in the child/youth’s circumstances, including a change in child and family services worker.
- Reviewing the child/youth’s strengths and needs with school staff.
- Sharing relevant information and strategies from the child’s Care Plan developed to address those needs.
- Attending collaborative planning meetings, including school-based team and IEP meetings.
- Discussing with Principal and relevant school staff the individualized support and education planning needed for ongoing student progress and improved.
- Providing Principal with a list of current services received by the child/youth in care.
- Signing necessary release forms for schools to share information needed to enhance planning for the child or youth.
- Consulting with school staff to determine needs and provide the child or youth with the necessary materials, clothes and supplies to participate fully in the school program.
- Encouraging youth to participate in all planning and decision-making processes to the level they are capable.
- Contacting the sending and receiving schools and helping facilitate a smooth transition when a school move is necessary.

School staff is responsible for:

- Facilitating programming within 14 days of pupil seeking enrollment.
- Developing and implementing programming with the child and family services worker/agency/region, caregiver(s) and/or parent(s) as appropriate, in order to support the child or youth in:
 - fostering a personal sense of belonging, security and acceptance (e.g., connection to Aboriginal support staff and programs, or other cultural opportunities);
 - meeting the expectations of the educational program, and
 - achieving his or her learning outcomes.
- Introducing the child or youth to the culture of the school, recognizing the impact on them of having to adjust to new circumstances and respecting their cultural and linguistic heritage.
- Arranging for timely transfer of school records, files and information; conducting a file review and establishing an ongoing communication plan with the parent(s), caregiver(s) and child and family services worker, as appropriate.

Child and family services worker, caregiver(s)/parent(s) and school staff are *jointly* responsible for:

- Collaborating to provide the supports and/or resources necessary for smooth transitions.
- Developing and implementing a plan to support the child/youth's needs in the home, school and community, and monitoring and revising the plan as needed.
- Integrating the child/youth's views in planning and decision-making, according to their abilities.
- Consulting each other regarding the use of positive approaches, policies or strategies, such as positive behavior support, in response to such concerns as:
 - school attendance;
 - behaviour;
 - compliance with the school code of conduct.
- Ensuring that all parties receive copies of report cards, secondary school transcripts, and other relevant documents that may be useful in planning and monitoring the child/ youth's progress and planning for their future success.
- Discussing strategies for building relationships and focusing on the child/ youth's development of skills, knowledge and a positive attitude with a strong belief in self and others.
- Reviewing the child/youth's plan and progress on a regular basis (such as during established school reporting periods) to monitor the child/youth's progress and amend the plan as needed.
- Documenting all ongoing communications.

- Education and Child & Family Services Protocol for Children and Youth in Care, May 2013, page 12-13

Registration at the School

When a child or youth in care transitions to a new school/school division the following are required:

- The full completion of the Registration –Children in Care form (see section 'Link') by the legal guardian.
- An intake meeting (as required).
 - School Division's insist on in-person meetings with the signed form, on day one of the 14 days (see Section 'Timeline').
- Confirming the date the child will start education programming at the new school, per Manitoba Regulation 155/05 S. 7(1), (quoted below).
- Consultation with the placing child and family services worker, staff from the receiving school, the caregiver(s), staff from other service agencies involved with the child or youth, as appropriate, and the child or youth, according to their abilities.

- The assignment of responsibilities among members of the child's school team, including welcoming the child or youth to their new school and assisting the child or youth in developing a sense of belonging (see the companion document for examples of school-based strategies).
- (If required) Full completion of the Special Needs Categorical Funding Levels 2 & 3 Transfer Notification Form in accordance with established procedures.

Timeline

Manitoba Regulation 155/05 (Appropriate Educational Programming) states:

Educational programming not to be unduly delayed

7(1) A school board must ensure that a pupil is not denied educational programming in the following circumstances:

- a. for more than 14 days after the pupil seeks to be enrolled in a school within the division or district, regardless of whether that school has received the pupil's pupil file;
- b. pending
 - (i) the conduct of any assessment, or
 - (ii) the preparation of an individual education plan for the pupil.

*Please note that educational programming is not to be denied in either the case of (a) OR (b) above, and that educational programming is a separate consideration from school placement or access to a school building.***

NOTE: As per the children in care school registration form, the agency will check off the child's status, provide dates and have the form signed by the agency Director.

- Education and Child & Family Services Protocol for Children and Youth in Care, May 2013, page 18

** See Appropriate Educational Programming in Manitoba: Standards for Student Services (2006).

Available at: http://www.edu.gov.mb.ca/k12/specedu/aep/pdf/Standards_for_Student_Services.pdf

Links

The Children in Care Registration Form can be found at:

http://www.gov.mb.ca/healthychild/publications/protocol_form.pdf

The form is also available on ESD Website (www.esd.mb.ca) – Administration – Student Services Form – Miscellaneous – '[Children in Care School Registration Form](#)'.