

## **SAMPLE LETTER TO PARENTS**

Dear Parents/Guardians

You have indicated on the Pembina Trails School Division registration form that your child has a medical condition. We need your assistance to learn about that condition and what to do at the school to ensure your child's health and safety.

The Unified Referral and Intake System (URIS), a partnership between the provincial Departments of Family Services, Education, Citizenship & Youth, and Health, supports community programs in the care of children with special health care needs when they are apart from their families.

URIS provides policy direction and assistance to community programs (i.e., school divisions, licensed child care facilities, recreation programs, and agencies providing respite service) to address the medical needs of children. As well, URIS provides funding to community programs for a registered nurse to:

- develop an Individual Health Care Plan and/or an Emergency Response Plan
- provide child-specific training to personnel in the community program involved with the child (e.g. teachers, para-professionals, secretaries, resource staff, custodians, bus drivers); and
- monitor personnel in the community program involved with the child as necessary.

In summary, we want to join with you to help support your child's special health care needs while at school. In order to plan for your child, please complete the attached URIS Group B Application (Section II) and Authorization for the Release of Medical Information (Section III) and return it to the school as soon as possible.

Thank you in advance for your cooperation. Please feel free to call your school administrator if you have any questions.

Pembina Trails School Division