



Parc La Salle School Student Registration 2024-2025

If you are planning on registering your child in the Seine River School Division for the first time, please fill out this package of forms, save it, and email it as an attachment to pls@srsd.ca. Please ensure that all pages have been filled out as much as possible.

Do not "sign" any part of the document before sending it by email, as this package will be printed at the school and signatures will be collected at a later time.

Once you have sent it by email, the school will contact you at a later time with further information about providing proof of residence at the school.

If you have any questions about registration, contact the school at 204-269-1503.



Rivière Seine River

Student Registration 2024-2025

School: _____ Grade: _____ Program: English French Immersion

Student Information

Student Legal Name: _____
(Last) (First) (Middle)

Name Known By: _____ *Birth date: _____
(day) (month) (year)

Gender: _____ Language spoken at home: _____

Student Address: _____ City: _____ Postal Code: _____

Legal Land Description: _____
(PO Box, Group, RR, Quarter, Section, Range, Township, 911 number where applicable)

Phone: _____ Unlisted Student Cell: _____

School Catchment Resident or School of Choice Requires provincial form to be completed at school

Previous School Attended: _____ City: _____ Prov./State _____ Previous Grade _____

[* A birth certificate & proof of residency (example: Driver's license, MB Health card, Utility bill) is required for registration]

Parent/Legal Guardian Student lives with **Parent/Legal Guardian** Student lives with Student also lives with

Relationship to Student: _____ Relationship to Student: _____

Name: _____ Name: _____

Address: _____ Address: _____

City & Postal Code: _____ City & Postal Code: _____

Preferred Phone: _____ Unlisted Preferred Phone: _____ Unlisted

Work Phone: _____ Unlisted Work Phone: _____ Unlisted

Other Phone: _____ Unlisted Other Phone: _____ Unlisted

Email Address: _____ Email Address: _____

* A Legal Guardian is one who has been appointed as Guardian and awarded letters of guardianship by the Court of Queen's bench of the Province of Manitoba

Legal Custody: *joint custody pertains to those parents who have a legal agreement in place for child custody

Joint Mother Father *Appointed Guardian *Agency: _____

*Please provide documentation as necessary

Lives on Own: (where applicable) Yes No

Please check if correspondence i.e. report cards, newsletters, etc. are to be sent to an additional address.

If checked, please provide address:

Residency Status:

- Canadian Citizen Country of Birth (if not Canada) _____ Immigration Date: _____ (d/m/y)
- Permanent Resident Date Permanent Residency granted: _____ (d/m/y)
- Visa Student (190)
(Parents on work or study permit) Visa Expiry Date: _____ (d/m/y)
- Temporary Resident (ISP 390) Arrival Date in Canada: _____ (d/m/y)
- Band Sponsored (340) Name of the band: _____
- Inbound Foreign Exchange (210) Agency: _____
- Federally Funded (310)

Aboriginal Identity

Please fill out the following section if you wish to declare your child's aboriginal identity.

Authorization and Statement of Understanding - *Aboriginal Identity Declaration helps to support the efforts of Manitoba Education and Training and school divisions to plan and improve programs in a way that is responsive to Aboriginal learners. (Providing this personal information is voluntary and optional. It is being collected in compliance with section 36(1) (b) of the Freedom of Information and Protection of Privacy Act as it is necessary for and relates directly to the activity of Manitoba and school divisions to plan, deliver and improve programs.)*

I _____, (name of parent/guardian, please print clearly):

- am submitting my child's Aboriginal Identity Declaration for the first time.
 am making changes to my child's Aboriginal Identity Declaration.
 already submitted my child's Aboriginal Identity and have no further changes to make at this time.

Is your child an Aboriginal person, that is, First Nation (North American Indian), Métis, or Inuk (Inuit)?

Note: First Nations (North American Indian) includes Status and Non-Status Indians.

If "Yes", mark the square(s) that best describe(s) your child now:

- Yes, First Nation (North American Indian)
 Yes, Métis
 Yes, Inuk (Inuit)

Which best describes your child's Aboriginal cultural-linguistic identity? Please select up to two choices:

- Anishinaabe (Ojibway/Saulteaux)
 Ininiw
 Dene (Sayisi)
 Dakota
 Oji-Cree
 Michif
 Inuktitut
 Other – please specify: _____

Emergency Contact (other than parent/legal guardian)

Relationship to Student: _____

Name: _____

Preferred Phone: _____ Unlisted

Work Phone: _____ Unlisted

Other Phone: _____ Unlisted

Emergency Contact (other than parent/legal guardian)

Relationship to Student: _____

Name: _____

Preferred Phone: _____ Unlisted

Work Phone: _____ Unlisted

Other Phone: _____ Unlisted

Siblings 18 Years and Under

Name: _____ Birth Date: _____ (d/m/y) Grade: ____ School: _____

Name: _____ Birth Date: _____ (d/m/y) Grade: ____ School: _____

Name: _____ Birth Date: _____ (d/m/y) Grade: ____ School: _____

Babysitter/Daycare Information:

Name: _____ Phone Number: _____

Address: _____

Medical Information

Personal Health Identification _____ (9 digits) International medical # (ISP) _____

Student's Physician: _____ Phone #: _____


Emergency Procedures: In case of any minor accidents or illness reported to the office, first-aid shall be rendered and parents will be notified for further direction if the principal deems it necessary. In the case of accidents, or illness which, in the opinion of the principal, requires immediate medical care, first-aid shall be rendered. If the parents cannot be reached immediately, the principal will take or arrange for the injured student to be taken to the nearest emergency ward if it is deemed necessary to do so. The parents shall be notified of such action as soon as possible thereafter.


Medical Information/Requirements for regular medications: If your child requires medication to be given during the school day, please refer to Seine River School Division policies and regulations.

Please indicate any health care needs or conditions and complete a URIS form for health planning.


Asthma Diabetes Anaphylaxis Seizures Allergies (identify): _____

Epi-pen Bronchial Inhaler Catheterization Insulin Injector other (identify): _____


Additional Permissions (click  to access pages)

 **Photos and visits by Media:** I have reviewed the Seine River School Division Photo Release Form and have signed the Division Release form and agree to the terms and conditions stated in this policy. Yes No

 **Seine River Developing Safe School Communities Booklets:** I have received a copy of the Seine River Safe School Communities Booklet. I understand that this applies to participation at school, at school activities, to and from school sponsored activities and School Division activities and sponsored activities. Yes No

 **Technology Acceptable Use Policy:** I have reviewed the Seine River School Division Technology Acceptable Use Policy with my child and have signed the **Technology Acceptable Use Agreement for Students**. We understand and agree to the terms and conditions stated in this policy. Yes No

Transportation: Seine River School Division provides busing for any K-4 student who lives .8 km from the school or further and for Grades 5-12 who live 1.6km from the school or further. If your child requires bus transportation, **please go the SRSD Transportation page to complete the online form: <https://www.srsd.ca/Transportation>**

 **Students in care of Child and Family Services:** If a child is in the care of Child and Family Services, the legal guardian may choose to fill out a form to allow the Foster Parents to provide permissions for things such as Field Trips, Milk Cards etc.

Personal Belongings Equipment Acknowledgement of Risk: I understand that the school and the Seine River School Division will take responsible precautions (locked doors, security systems) to secure the school building and guard against theft or damage of our personal belongings and equipment when it is at the school. I also recognize and acknowledge that despite these measures, the school and the school division will not be responsible for any loss or damage to personal belongings and equipment. Yes No

Off School Site Trips: I consent to my son/daughter/custodial participation in teacher-planned and supervised school-related programs which occur off-school site and begin and end on the same day that do not require transportation. (I understand that I will be informed in advance of all such programs.) Yes No

Is there any other information about your child that is not covered on the registration form that you would like the school to be aware of?

Signature of Parent/Legal Guardian

Date

Signature if student is 18 years or older

Date

THIS INFORMATION IS AVAILABLE ON REQUEST IN A FORMAT THAT MEETS THE INDIVIDUAL'S COMMUNICATION NEEDS. THIS PERSONAL INFORMATION IS BEING COLLECTED UNDER AUTHORITY OF SEINE RIVER SCHOOL DIVISION AND WILL BE USED FOR EDUCATIONAL PURPOSES. IT IS PROTECTED BY THE PROTECTION OF PRIVACY PROVISIONS OF THE FREEDOM OF INFORMATION OF PRIVACY ACT.



Rivière Seine River

Seine River School Division • 475-A Senez St. • Lorette MB • R5K 1E3 • 204 878-4713 • 204 878-4717(fax) • www.srsd.mb.ca

Student Media Release Consent Form

For educational, instructional, informational or promotional purposes, Seine River School Division occasionally publishes students' names, photographs and academic/extracurricular achievements in a variety of formats within the division. At times, we may also invite the media to school events where your child is a participant.

It is important for us to know your wishes regarding division and media coverage of student achievements and events during the time your child is a student within our school division. Please complete the form below and return it to your child's school. *This consent may be revoked at any time in writing delivered to the school office.*

Part 1 - Division Coverage & Use of Name by Division

I, _____, hereby agree and give permission for Seine River School Division

*(Name of parent/guardian if student is a minor, under the age of 18.
Name of student if an adult, 18 years or older.)*

(SRSD) to record, film, photograph, audiotape or videotape my/my child's image, student work, and performance and to display, publish or distribute these works for the purpose of publishing, posting on the SRSD website, posting in schools, posting on social media sites and/or for broadcasting on television or radio as determined by SRSD.

I DO give permission for SRSD coverage as indicated above.

I DO NOT give permission for the SRSD coverage indicated above.

In addition to using my child's image or student work as indicated above, I give Seine River School Division (SRSD) permission to: (check one)

Use my child's **FIRST NAME AND FIRST INITIAL OF LAST NAME** in SRSD publications, materials or websites.

Use my child's **FIRST AND LAST NAMES** in SRSD publications, materials or websites.

I do not want my child's first or last name in SRSD publications, materials or websites.

Part 2 - Media Coverage

I understand that external media organizations may attend school events. I give permission for my/my child's name, image, student work, interview and performance to be photographed, filmed, audio-taped or videotaped for the purpose of being published and/or broadcast online, on television or radio. Please note, media coverage does include use of your child's name.

I DO give permission for my child to participate in the media coverage indicated above.

I DO NOT give permission for my child to participate in the media coverage indicated above.

I have read this Student Media Release Consent Form and I fully understand the contents and meaning of this release. I understand that I am free to contact the principal with any questions regarding this release.

Date: _____

Name of student (please print): _____

Name of parent or guardian (please print): _____

Signature of parent or guardian: _____

***Signature of student (If 18 years or older):** _____

Students 18 years of age or older do not require a parental signature.

The modeling of conduct that we desire students to emulate is an ongoing responsibility for all the adults in a child's life—at school, at play and at home.

This document is adapted from the Pembina Trails School Division's "Creating a Safe and Caring School Community".

We wish to acknowledge the leadership shown by the Pembina Trails School Division in developing their Standard of Behaviour Document.

The model presented in this document reflects the thinking and work of Dr. Jane Bluestein, Barbara Coloroso, Dr. Mary Hall and Safe Schools Manitoba as well as the Nova Scotia Department of Education among others.

This framework is consistent with The Public Schools Act: Bill 30, The Safe Schools Charter.



Developing Safe School Communities

A standard of behaviour for the
Seine River School Division



A Standard of Behaviour is a teaching model rather than a mandate for behaviour. The emphasis is on teaching rather than telling, nurturing rather than sanctioning and including rather than excluding.

The objective of this Standard of Behaviour is to ensure, to the fullest extent possible, the provision of a “safe and caring community” for all involved with the Seine River School Division.

Each school in Seine River School Division together with its community will develop its own code of conduct/safe school plan modeled in these principles.

Emotional and physical safety are fundamental for the provision of safe and caring school communities, and refer to a classroom or school environment in which students can experience all of the following:

- a sense of value, belonging, acceptance, respect and dignity
- the freedom to, in an environment of respect and acceptance, risk learning new things without fear of making a mistake
- encouragement support, recognition, effective instruction, guidance and appropriate resources
- recognition and acknowledgement of one’s unique talents, skills and qualities
- the freedom from harassment, intimidation (examples include: labeling, name-calling, ridicule, taunting, criticism or contempt) and threat of physical harm from adults or peers
- the freedom to make choices and influence one’s own learning and pursue personal interests
- the freedom to have (and appropriately express) one’s own feelings and opinions without fear of recrimination

One measure of a school (division) is how well it restores disruptive, defiant, misbehaving children or non-attenders, the loners, the ones who make little or no attempt to learn back to the school community and to learning.

- Dianne Gossen

The following are examples of responses that may be considered in addressing inappropriate behaviour:

- discussion with those involved
- interviews that may involve students, staff, parents and/or Divisional personnel
- a plan that may include counselling, mentoring or mediation
- time out: a “cooling off” period
- student detention
- withdrawal of privileges
- withdrawal from course(s) because of poor attendance
- making amends either monetarily or through school-based community service/ restitution
- development and implementation of a behavioural or performance contract
- suspension: in-school or out-of-school
- suspension for the remainder of the school year
- expulsion: involvement of school administration, Superintendent and Board is required

In response to a high risk and severely disruptive behaviour, an immediate suspension of up to 5 days may be given in order to secure safety and develop an appropriate plan.

In the event a parent or staff member wishes to appeal decisions related to discipline, established protocol must be followed to express these concerns.

Seine River School Division follows the Manitoba Education Citizenship and Youth Appeal Protocol. Please see:

- Appropriate Educational Programming in Manitoba: A Formal Dispute Resolution Process 2006 - pages 2 - 6 and/or
- Working Together: A Guide to Possible Problem Solving for Schools, Families, and Communities

Responsibilities

One of the priorities of the Seine River School Division is “preparing students for their role as citizens and active participants in a safe and democratic society.” To support this work:

Students are, to the fullest extent possible, responsible for:

- complying with the Standard of Behaviour of the Seine River School Division and its individual schools
- showing respect for the rights, property and safety of themselves and others
- respecting and appreciating the diversity of all school members, regardless of their race, culture, ethnicity, religion, gender, sexual orientation, age and ability
- expressing themselves with socially acceptable language and behaviour
- exhibiting behaviour that avoids all forms of intimidation, harassment, racism, and discrimination
- dressing in accordance with school dress standards
- treating school property and the property of others with reasonable care
- respecting the responsibilities of all school members in exercising their duties
- promoting positive behaviour through the avoidance of all types of violent acts
- attending classes, activities and events and being prepared and punctual
- showing courtesy and respect for the rights of all people in the school and in the community
- demonstrating behaviour that contributes to an orderly, supportive, and safe learning environment
- resolving interpersonal conflicts and difficulties through discussions or by seeking assistance from school personnel
- developing self-discipline



Students today are facing a new set of “basics,” among them respect for self and others, the ability to work cooperatively, a sense of empathy towards others, anger management skills, a sense of hope, a sense of personal responsibility, non-violent conflict resolution competence and an understanding that our actions do have an impact on our world and our life.

Naomi Drew



Appropriate Responses

Schools are safe but by their very nature will encounter problem behaviours. The Seine River School Division is committed to working towards the provision of a safe learning community, and will always respond to situations that threaten or violate the physical and emotional safety of those in its care.

In addressing any misbehaviour, responses shall:

- be logical, realistic and timely
- be appropriate for the student's stage of development and considerate of the student's special needs
- reflect the severity of misbehaviour and take into account the frequency, duration and intent of the misbehaviour
- be chosen initially to restore safety and order
- make sense to students as much as possible
- enable students to generate appropriate responses and solutions

Individuals or groups violating these principles become subject to a range of appropriate responses as defined by the Seine River School Division Standard of Behaviour.



Severely Disruptive Behaviour

Behaviour that significantly disrupts the learning climate of the school, endangers the well-being of others, or damages school property is classified as severely disruptive. Examples of severely disruptive behaviour include, but are not limited to:

- chronic disruptive behaviour (a repeated pattern of misbehaviour)
- vandalism
- disruptions to school operations
- verbal abuse
- active encouragement for the misconduct of others
- racial and/or discriminatory misconduct
- sexual harassment and/or assault
- sexual misconduct, sexual abuse or physical abuse
- making threats
- physical violence
- hazing
- use or possession of any form of a weapon
- use or possession of drugs and/or alcohol
- drug trafficking
- illegal activity
- gang activity
- bullying: repeated targeting, intimidation and exclusion of others by an individual or group, including electronic harassment

Students and Staff

Students and staff must adhere to school policies respecting appropriate use of electronic mail and the internet including the prohibition of material that the school has determined to be objectionable.

Staff Members are responsible for:

- subscribing to the policies of the Seine River School Division and/or the tenets of the Manitoba Teacher's Society Code of Professional Practice regarding responsible, professional behaviour
- treating parents, students, and fellow staff with dignity and respect at all times
- participating and cooperating with parents and other school staff in the development and implementation of plans to address the learning needs of students
- communicating information about student behaviour to parents and administration as appropriate
- establishing and maintaining a safe, secure, non-threatening learning environment
- providing an environment that promotes self-esteem and self-discipline
- teaching and modeling the Standard of Behaviour

Parents are responsible for:

- instilling basic values and responsibilities in their children
- treating staff with dignity and respect at all times
- following established protocol in expressing concerns about individual staff members
- ensuring that their child attends regularly and punctually
- helping their children understand and succeed in meeting the behavioural expectations
- contacting the school regarding their child's needs (academic, social, emotional and behavioural)

CONTINUED: *Parents are Responsible for:*

- demonstrating support for the school and offering constructive input
- problem solving in a manner respectful of all involved

Parent responsibilities are in accordance with The Public Schools Act, The Child & Family Services Act and the obligations outlined therein.

Behaviour

Behaviour is situational, and any and every response to behaviour must always be informed by the circumstances of the situation.

- Discipline is intended to restore safety, change the inappropriate behaviour, and promote the learning of self-control.
- Expected behaviours must be actively taught both at home and in school.
- The strategies used to develop understanding and respect for the rights of others may vary from student to student.
- When there is non-compliance with the Standard of Behaviour, an appropriate response shall follow.

Inappropriate Behaviour

The nature and scope of inappropriate behaviour ranges from disruptive to severely disruptive.

Disruptive Behaviour

Behaviour that interrupts the learning climate of the school, endangers the well-being of others, or damages school property is classified as disruptive. Examples of disruptive behaviour may include, but are not limited to:

- late arrival at school and to class
- disrespect or insubordination
- failure to obey instructions, forging notes or excuses
- failure to arrive with the materials required for class
- non-attendance or poor attendance in school or specific classes
- failure to attempt and/or complete assignments
- loitering in school areas when asked not to
- profanity
- minor conflict
- inappropriate response to conflict
- passive support for the misconduct of others (being a bystander)
- smoking
- petty theft
- other acts of misconduct that are disruptive or that may create a potential safety hazard

Information Technology

Acceptable Use Policy for Seine River School Division

K-Grade 4

Today's digital environment provides staff and students with a multitude of opportunities to be a part of digital culture that connects people to a broader local and global context. The ability to utilize technology to create authentic and powerful teaching and learning experiences requires strong policies to guide practices. Seine River School Division believes that for staff and students to participate fully, safely and ethically a clear statement of responsibilities and digital opportunities must be defined. We believe that effective and sustainable processes of technology integration will enable all users of our computer network and Internet system, herein referred to as the SYSTEM, to appreciate and respect the following opportunities and responsibilities:

- To communicate, publish and interact online. This could include emailing, wikis, blogs, tweets, social media, texting and other online communication tools
- To access digital resources for research, learning and participating in educational processes for local and global issues
- To learn online and support the diverse range of course/content areas being studied
- To augment classroom experiences through online multimedia interactions that provide alternative modes of learning.
- To exhibit leadership for digital citizenship
- To demonstrate personal responsibility for continuous learning
- To exhibit a positive attitude and ethical behaviours towards the use of technology for collaboration and productivity
- To advocate and practice safe, legal and responsible use of information

What is an Acceptable use Policy (AUP)

An Acceptable Use Policy (AUP) is a written agreement, outlining the terms and conditions of use for the Seine River School Division Technology Network. This AUP contains several sections and you and your child should discuss each section and sign the permission form in the appropriate places. This AUP specifically sets out acceptable uses, rules of on-line behavior, and access privileges. Anyone using the School Network is required to sign this AUP, and know that it will be kept on file.

Acceptable Use Policy for K – Grade 4

1. I will never use the computer to threaten or talk badly about someone else.
2. I will never try to download and install computer programs or games.
3. I will use only my own log-in name and password and nobody else's. I will keep my log-in name and password a secret.
4. I will always ask for permission before I enter any website unless my teacher has already given me permission.
5. I will never damage computer equipment.
6. I will not look at, or delete other people's files.
7. I will always ask my teacher's permission before opening an e-mail or an e-mail attachment from someone I do not know.
8. I will only send polite and respectful e-mail messages.
9. I will not tell anyone my name, home address, school name and address or my phone number when online.
10. If I am invited to meet someone face-to-face, I will tell my teacher immediately.
11. I will tell my teacher immediately if I see anything on my computer that I am unhappy seeing, or if I receive messages I do not like.
12. I know that my teacher may check my computer files.
13. I know that if I break any of these rules on purpose, I can be stopped from using either the Internet or the school computers.

I give my child permission to use the Internet or the technology network at school.

Parent/Guardian Signature _____

Comments on reverse (optional)

Student Name: _____

School: _____

Grade: _____



School Bus Winter Months



Bus Status Updates

The transportation page on the school division website includes a list of buses and their status. The bus status will only be changed if the bus is more than ten minutes late, and will be used for both morning and afternoon delays.

This information should appear on the Transportation Bus Schedule, the school division home page www.srsd.ca, and the corresponding schools websites.

Bus Schedule

[Seine River School Division](#) » [About Us](#) » [Transportation Department](#) » [Bus Schedule](#)

Bus Route	Status	Last Updated
Bus 1	15 minutes late	November 29, 2023 12:30 PM
Bus 2	On Time	October 11, 2023 4:39 PM
Bus 3	On Time	June 19, 2023 8:34 AM
Bus 4	On Time	September 27, 2023 4:57 PM
Bus 5	On Time	February 16, 2023 5:17 PM

Home About Us Schools Student Services IC Community Employment Governance

Bus 1: 15 minutes late November 29, 2023 12:30 PM

Bus Cancellations

If the weather reaches - 45 (with wind chill) buses may be cancelled. Poor visibility or poor road conditions may also cause buses to be cancelled.

Unsafe conditions in one area may cause a division wide cancellation.

We urge parents to check the website and listen to local radio each morning during the winter months. While buses are usually cancelled at 6 AM they can be cancelled with little notice due to a turn in the weather.

Students should be well dressed for the weather and prepared to wait at their bus stop in case a bus is delayed.

Parents Get The Final Say

Our division is very spread out geographically, and weather conditions can vary from area to area. Even if buses are running parents always have the final decision. If you will not be sending your student on the bus due to weather conditions please contact:

Transportation Office: 1-204-422-6222 / transportation@srsd.ca



**Transportation Department
of
Seine River School Division**

191 Dawson Road
Ste Anne, MB R5H 1B6
Phone: (204) 422-6222
Email: transportation@srsd.ca

To All Parents and Guardians,

To provide the best service to parents we will be asking the school bus drivers to contact parents directly for those students on their bus route. The school bus driver will contact parents with the pick up time and location at the end of August, using the parent contact information on file.

If your contact information changes please inform the school first and then the transportation office at 204-422-6222. It is important to communicate any and all changes with the school as well as the transportation office. These changes can include: address, bussing location, daycare schedule, phone #, emergency contacts, vacation or time away, and last minute changes such as sick days.

Any requests for transportation need to be done via the online form available on the Seine River School Division webpage under Transportation.

If you have not received a call from your school bus driver before August 31st or require further information please contact the transportation office.

The transportation office has a 24hr answering machine at 1-204-422-6222 or email transportation@srsd.ca. The transportation office operates 12 months of the year.

Best Regards,

Carole Carriere
Transportation Manager
Seine River School Division



Additional Permission Form

Date: _____

Re: _____ DOB _____
Child's Legal Name Day/Month/Year

School Attending: _____

Throughout the school year we require various school forms to be signed by the Legal Guardian for the above named child who is a ward of Child and Family Services and is attending a school in Seine River School Division.

Please indicate how you would like the school to manage documents that require a signature for this child.

- CFS worker /legal guardian to sign all forms; this includes homework assignments, milk orders, school trips etc.
- Foster parent to sign all forms; this includes homework assignments, milk orders, school trips etc.
- Foster parent to sign all forms except for school trips that exceed 100 km from the school.
- Other requests unique to this child not mentioned above:

Signature of Legal Guardian/CFS worker

Thank you for your cooperation.



UNIFIED REFERRAL AND INTAKE SYSTEM

Fact sheet for Parent/Guardian

What is the Unified Referral and Intake System (URIS)?

The Unified Referral and Intake System (URIS) is a provincial initiative of Manitoba Family Services and Consumer Affairs and Manitoba Education.

URIS supports children who have health care needs that require intervention during attendance at a community program including schools, licensed day cares, recreation programs or situations where respite is part of the family's plan.

Who can receive URIS support?

Children with the following **health care conditions that require intervention during attendance at a community program** are eligible for URIS services.

- **Life-threatening allergy and the child is prescribed an EpiPen**
- **Asthma**
- **Seizure disorders**
- **Diabetes**
- **Cardiac conditions**
- **Bleeding disorders**
- **Steroid dependence**
- **Gastrostomy care**
- **Ostomy care**
- **Clean intermittent catheterization**
- **Pre-set oxygen**
- **Suctioning (oral or nasal)**

What support is provided through URIS?

URIS support includes a registered nurse to:

- Develop and maintain a written Health Care Plan (IHCP) for the child during attendance at the community program; and
- Train and monitor community program staff that are responsible for assisting the child with his/her health care interventions.

How does the URIS program work?

1. A URIS application is completed and submitted by the community program. The application is divided into three sections:
 - Section I includes community program information.
 - Section II includes child information (name, date of birth and health care interventions required during attendance at the community program).
 - Section III is an Authorization for the Release of Medical Information. It is a written consent for the community program to share the child's information with the URIS office and the nursing service provider. This consent must be signed by the parent/guardian before the application is submitted.
2. The community program contacts a nursing service provider (e.g., Regional Health Authority, private nursing agency, independent practicing nurse) to provide URIS support.
3. The nursing service provider contacts the parent/guardian to assess the child's needs and develop the health care plan. This collection of information may include consultation with relevant team members such as the primary physician and other health care professionals. The nurse also provides training to community program staff.

Why do I have to provide my child's health information to the community program every year?

The community program submits URIS renewals annually so URIS support can be received. An annual review of health care plans and training of community program staff is necessary to keep information and skills current.

As well, a child's health care needs can change over time. Asking about a child's health care needs every year provides the community program with your child's current health care needs.

What involvement does the parent/guardian have?

- The parent/guardian accurately provides the community program with information about their child's health care intervention.
- The parent/guardian signs the Authorization for the Release of Medical Information (Section III of the URIS application). An application cannot be submitted until the parent/guardian signs this consent.
- The parent/guardian works together with the nurse to develop a health care plan for their child that is relevant to his/her attendance at the community program. The parent/guardian can also talk to the nurse about their involvement in training community program staff.
- The parent/guardian signs the completed health care plan. The community program cannot implement a health care plan until the parent/guardian and the nurse sign it.