

South Shore Educational Collaborative

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The Quest Elementary/Middle School Admissions Process

Dear Referring District and Caregivers,

Thank you for your consideration of the Quest Program for your student. As we review your student for a potential placement here at the Quest Program, we want to ensure that you are aware of our admissions process and our programming model.

STEP 1: REFERRAL REVIEW

Our first step will be to review the referral documents the referring district has shared and request any additional information that may be helpful for us to have a comprehensive understanding of the student's strengths and needs. This may include phone calls with the referring district and/or current placement to gain a better understanding of why a change in placement has been initiated at this time. If we believe we may be a potential fit for your student, we will move to step two.

STEP 2: STUDENT OBSERVATION

If possible, we will request an observation of the student at their current placement with caregiver consent. We will communicate the desire to observe the student with the referring district. It is the responsibility of the referring district to obtain the caregiver's consent to observe the student. If after the observation, we are able to identify an appropriate cohort for the student, we will move to step three.

STEP 3: CAREGIVER TOUR

The next step in the referral process is the caregiver tour. A member of the Quest team will reach out to the caregiver to schedule a tour of the Quest Program. The student does NOT attend this tour. At this meeting, the caregiver will meet with a Quest team member and be provided an overview of the programming and receive a walk-through of the program. A copy of our Caregiver/Student Handbook will be provided digitally and/or in person. If the caregiver feels the program will be a good fit for their student, we will move to step four.

STEP 4: STUDENT VISIT

After the caregiver tour, the student will come for a visit. The student will spend up to 1 hour in the identified classroom with the caregiver on site (e.g. foyer, parking lot). If the visit is successful, we will move to step five.

STEP 5: ACCEPTANCE/INTAKE

If we are ready to move forward with offering placement at the program, we will set up a time to complete intake paperwork. This meeting will entail a team member meeting with the caregiver to explain all the necessary paperwork and to obtain additional information from the caregiver (e.g. clinical intake, case assessment). A member

The South Shore Educational Collaborative serves Braintree, Cohasset, Hingham,
Hull, Marshfield, Milton, Norwell, Quincy, Randolph, Scituate, Weymouth and Whitman Hanson R.S.D.

of our nursing staff will also be present to obtain medical history and to explain all the necessary documents for a student to start at the program. A student can only start at the program after ALL necessary paperwork is completed and medications (if applicable) are provided to the nursing team.

STEP 6: START DATE

A start date at the program will ONLY be determined after the program has received all the necessary paperwork that include but is not limited to:

- A signed, current Individualized Education Program (IEP)
- A signed placement page (PL-1) indicating the Quest Program with the accurate dates
- ALL SSEC Intake Paperwork, including nursing paperwork (e.g. Current proof of physical, immunization records, medication orders)
- *If Applicable- ALL Medications (e.g. inhaler, epi-pen)

*Throughout each step, we will be in consistent contact with the referring district to provide updates and request the necessary paperwork to ensure a smooth process. Please note that it may take the referring district up to 72 hours to set up transportation services to our program.

Please be aware that The Quest Program offers a milieu based programming model that includes embedded services to target:

- Social pragmatics
- Emotional and behavioral regulation, including utilizing sensory based regulation supports
- Clinical counseling services
- Academic support services

Embedded into the program are two 30-minute clinical groups per week primarily led by a state licensed clinician. These groups may be co-led with a clinical intern of various levels. The student will also receive pull-out clinical check-ins per their IEP. We also offer both consultation level and direct level services for Occupational Therapy, Speech Language Pathology, Physical Therapy, Reading Specialists, Assistive Technology, and Vision. We offer consultation level services with a Board Certified Behavior Analyst as needed. The programming will be explained in depth during the caregiver tour.

After a student has been placed with us, it is common practice to localize the IEP to the Quest Program. Depending on the student's start date at the program and their IEP run dates, a meeting will be scheduled to re-convene the team to discuss progress and to localize the IEP.

If you have any questions or concerns regarding the information above or anything else about our processes, please reach out to our Program Director, Rosanna Warrick at RWarrick@ssec.org or our Program Coordinator, Kimberly Foresta at KForesta@ssec.org. The program's main line is 339-201-4571. Our goal is to be as transparent and collaborative as possible during our admission process to set the student and the Team up for success in the future. We will be in touch as soon as we complete our initial review of documentation to communicate our plans to move forward in the process or why we are unable to move forward at this time.