



Niagara Children's Centre Speech and Language Referrals: Frequently Asked Questions from the Child Care Community

Documents

1. I have completed older versions of the checklist and/or referral form. Will the Niagara Children's Centre accept these documents?

No. As of January 2021, only the new referral form and referral checklist will be accepted by Niagara Children's Centre. Be sure your organization deletes all outdated documents. The new documents are named:

- Niagara Children's Centre Speech and Language Referral Checklist Consent Form
- Niagara Children's Centre Speech and Language Referral Form for QCCN
- Niagara Children's Centre Speech and Language Referral Checklists (there are 10 Checklists in separate documents for 10 different age categories: 6 months, 9 months, 12 months, 15 months, 18 months, 2 years, 2.5 years, 3 years, 3.5 years, 4 years)
- Niagara Children's Centre Speech and Language Referral Checklist Overview & Instructions for QCCN
- Niagara Children's Centre Speech and Language Referral Pathways for QCCN

All updated documents can be found on the QCCN website.

2. Are the Referral Checklist, Referral Form, and supporting documents available in French?

Yes.

Referral Logistics

3. When/how often is the Referral Checklist administered?

Refer to the [Niagara Children's Centre Speech and Language Referral Checklist: Overview and Instructions](#) document.

At minimum, the Referral Checklist as per QCCN schedule is within 6-8 weeks after starting Child Care and at the annual anniversary of last Checklist completion. Educators do not need to wait until DPS is administered to complete the Checklist and make a referral.

Do not refer children already waiting for assessment or involved with Niagara Children's Centre services.

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If the Educator and/or the parent/guardian have concerns at anytime outside of the annual administration, the Educator is encouraged to complete the Checklist and refer immediately.

4. When do I submit the completed Referral Checklist and Referral Form to Niagara Children's Centre?

Reference the Niagara Children's Centre Speech and Language Referral Pathways for QCCN document.

Educators should follow the following sequence:

- Complete checklist
- Share results and next steps with the parent/legal guardian
- Obtain the parent or legal guardian's signature on the Referral Form (consent to refer)
- Within one week of obtaining this signature, submit the Referral Checklist and Referral Form.

5. What if I do not have access to a fax machine or am unable to mail the Referral Checklist and Referral form?

Fax and mail are preferred. If necessary, you may email the documents to Intake@niagarachildrencentre.com . A parent/legal guardian signature will still be required.

6. The first age category for Referral Checklists is "By 6 months". What if the child whom I have concerns about is younger than 6 months of age?

Refer to the Niagara Children's Centre Speech and Language Referral Checklist: Overview and Instructions document.

A child younger than 6 months of age can be referred *without* the Checklist if concerns with interaction and/or early communication skills are identified by the educator and/or parent or guardian. Submit the Referral Form Only.

7. The final age category for Referral Checklists is "4 years". What if the child whom I have concerns about has past their 4th birthday?

Complete the "By 4 years" checklist and make any warranted referrals for any child who has past their 4th birthday before August 31 of the year they are eligible for Junior/Year One Kindergarten.

Refer to the Niagara Children's Centre Speech and Language Referral Checklist: Overview and Instructions document for processes for children who are eligible to attend Junior/Year One Kindergarten.

Completing the Checklist

8. What are the considerations in completing the Referral Checklist if the child's first language is not the language of the child care?

Refer to the the [Niagara Children's Centre Speech and Language Referral Checklist: Overview and Instructions](#) document.

9. How do I determine the number of words a child is saying?

Make a list of the word attempts/words the child says regularly and spontaneously (i.e. not copying). The words do not have to be articulated correctly to count as a word. It is sufficient that you know what the child is saying. "Fun" words counted too (e.g. uh oh, wow, meow). If the child is saying words in the language of the home, make a list of these words by asking the family for their list of words. Add them together and you have an approximate total of words. If the child says "apple" in both languages, that counts as two words. Record the total on the checklist.

10. How do I determine the speech sounds that a child is saying?

Listen to the child's spoken words and reference the word list you created for the child (on your word list, it is helpful if you also write down "how" the child articulated the word so that you don't over count sounds e.g. if you know he was saying "got" but said "dot", don't count the "g" sound). It is often easiest to write down the sounds you hear at the beginning and end of words.

Other

11. I have questions about how to fill out the Niagara Children's Centre Speech and Language Referral Form for QCCN and/or the Niagara Children's Centre Speech and Language Referral Checklists. Who should I contact for assistance?

Please email Rebecca.Main@niagarachildrenscentre.com.