



To : Parents of children attending EETC programme
 From : Stella Wong, Executive Director
 Re : Special arrangements during the weeks of Case Meeting & Parent Conference
 (Circular No. WDM001/2022)
 Date : 6th January 2022

Dear parents,

Warmest greetings!

At the beginning of the year, may I wish you and your family a happy new year, filled with good health, love and peace!

As you may know, our children will be evaluated twice yearly, so that we can closely monitor their progress. Times flies. With the first term coming to an end very soon, our therapists and teachers have started assessing the children on their previous IEP goals and will be having case meetings to formulate subsequent goals for the rest of the year.

For newly admitted children who just received their first IEP with evaluation date in July 2022, your next IEP will be formulated after the evaluation and parent meeting will be held by then subsequently.

Due to the fact that our teachers and therapists require time to have team meetings to review and set up new IEP goals as well as to attend parent conference, some special arrangements need to be made. They are as follows.

1. From 24th January to 28th January 2022 – Case Meeting Week

Teachers and therapists meet to review assessment results and to work out a draft IEP goals.

Groups	Teacher Training (Ind.)	Occupational Therapy	Speech Therapy		Physiotherapy	Music/Yoga Therapy		OPRS
			Group	Ind./Pair up		Group	Ind./Pair up	
Yes	no	no	yes	no	no	yes	yes	no

2. From 9th to 15th February 2022 – Parent Conference Days

At parent conference, evaluation results are reviewed and goals are prioritized with parents' inputs for the next 6 months

Groups	Teacher Training (Ind.)	Occupational Therapy	Speech Therapy		Physiotherapy	Music/Yoga Therapy		OPRS
			Group	Ind./Pair up		Group	Ind./Pair up	
Yes	no	no	yes	no	no	yes	yes	no

Parents conferences are scheduled on the period of 9th- 15th February 2022 and details about your conference date and time will be sent to you shortly. At the parent conference, apart from verbally reporting to you the progress of your child, we will also review the IEP (Individual Education Plan) for the 2nd term.

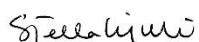
Due to the Covid-19 pandemic, all parent meetings will be held virtually with Zoom. If you wish to have a face to face meeting with our team, please do not hesitate to let Ms. Pinky, our Administrative Secretary know.

3. Collection of New IEP

The new IEP will be ready for pick up starting from the week of 18thFeb 2022. You or your helper can collect the document from the teacher when your child comes to Watchdog.

Should you have any questions regarding the above arrangement, please call your class teacher or me at 2521-7364. Thanks very much.

Best wishes,



Stella Wong
Executive Director