

Making Your Own Parent Resource Binder

As part of the Parents as Partners project, we have developed a resource binder to be used to help you to collect and file records related to your child's education. Having one place to collect all information makes it simple to keep things organized and have required information at your fingertips

While you can get a copy of our binder when you attend one of our workshops, you can also choose to build your own. All you need is a good, durable 2-inch binder, with inside pockets, and a set of index tabs to start with.

Divide your binder into sections. Sections of the Parent Resource Binders include:

- 1. Meet My Child** – *This is where you can create an All About Me booklet and save contact information about your child. Print a copy of the **Parents as Partners All About Me Booklet** form the Website.*
- 2. Starting Kindergarten** – *This is a section where you can store school board information on registration process and preparing for Kindergarten. Many school boards have tips and activities to help get your child ready for school.*
- 3. School Transition Information** – *School boards and community agencies have information and documents to help with the transition to school. Copies of **Information Releases** and **Consents for Sharing Information** can be stored here. There is also information on the Ministry of Education Website and in their **Planning Entry to School A Resource Guide**.*
- 4. Introduction to Special Education** – *School boards are required to provide Resource Guides for parents with information about special education. Use this section to store information from the **OAFCCD Parents As Partners Workshops** and the school about special education.*
- 5. Ministry of Education Resources** – *Key Ministry documents include **the Planning Entry to School Resource Guide (2005)** and the **Individual Education Plan (IEP) Resource Guide (2004)**.*
- 6. Child Development Resources** – *The Board of Health and Ontario Early Years Centres have resources on child development and checklists on*

healthy growth. Collect these handouts to help you understand your child's development.

7. Community and Internet Resources – *Many community agencies are available to support children with special needs and their families. Store brochures and Newsletter articles in this section. A list of helpful Internet Resources can be included.*

8. Exceptionality and Disability Information – *Collect articles about your child's disability or information on how children like your child can be helped at home and school.*

9. Communication Records – *This section includes a record for documenting **Phone Calls** and tips on making effective phone calls and for preparing for meetings. Try to keep notes on who you talk with or meet, the time and date and the next steps.*

10. Assessments and Reports – *This is where you can keep copies of Assessments, Progress reports and Report Cards for your child.*

Other useful items:

1. Binder hole punch - These flat hole punches are designed to be stored in a binder. They are available from dollar stores or office supply stores.
2. Page Protectors – These can be used to create a storage pockets for brochures and leaflets from agencies and community organizations.
3. Business card holders – Storage sheets for business cards designed to be included in binders can be found at dollars stores and office supply stores.