Comprehensive Child Development Service (CCDS)
Preschool Referral and Reply

Referral for Maternal and Child Health Centre (MCHC) Service

I am referring the child __________________ (name) to your centre for service.

____________________

(                  )

Please contact _____________ at ____________ (phone no.) if message received is incomplete.

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Acknowledgment of the fax referral

Thank you for referring the child to our centre for service. We will contact the parent and arrange services for the child. We will let you know about the progress in our subsequent reply. Please feel free to contact us for further queries.
### Comprehensive Child Development Service (CCDS)
#### Preschool Referral and Reply
#### Referral for MCHC Service (Preprimary institutions)

## I. Particulars of the Child

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<tbody>
<tr>
<td>1. Name</td>
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<tr>
<td>2. Sex</td>
<td>□ Male □ Female</td>
</tr>
<tr>
<td>3. Date of Birth</td>
<td>(YYYY) (MM) (DD)</td>
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<tr>
<td>4. Name of Parents / Guardian</td>
<td>Father: □ Mother: Guardian: (if applicable)</td>
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<td>5. Contact phone no.</td>
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<td>6. Schooling</td>
<td>□ Playgroup □ N1 □ K1 (N2) □ K2 (N3) □ K3 (N4) □ Others: ____________________________</td>
</tr>
<tr>
<td>7. Date of enrollment</td>
<td></td>
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<tr>
<td>8. Service currently received</td>
<td>□ No □ Yes, please specify: ____________________________</td>
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<tr>
<td>9. MCHC registered</td>
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## II. Aspects of developmental observation of the child

General observation on the child’s learning (e.g. pace in learning, need of special guidance, etc):

Description of the child’s ability in different areas:

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<tr>
<td>Understanding of concepts</td>
<td>e.g. ability to understand basic concepts, general knowledge, numeracy, etc</td>
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<tr>
<td>Learning of words</td>
<td>e.g. ability in word recognition, reading or dictation, etc</td>
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<tr>
<td>Language ability</td>
<td>e.g. verbal understanding, expression, articulation, etc</td>
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<tr>
<td>Social behaviour</td>
<td>e.g. peer relationship, group participation, rule following, etc</td>
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<tr>
<td>Behaviour / emotion</td>
<td>e.g. attention, activity level, emotional control, etc</td>
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Motor ability | e.g. coordination, balance, writing, art work, etc  
Self-care skills | 
Others | 

III. Attachment(s) if any:  
☐ assessment / progress reports  
☐ previous learning records  
☐ others: ____________________________ (please specify)  

IV. Reason(s) for referral [Please tick appropriate box(es)]  
☐ Learning problem (e.g. problems in learning pace, understanding concepts, word recognition, reading or dictation, etc)  
☐ Language problem (e.g. weakness in language comprehension or expression)  
☐ Articulation problem (e.g. incorrect articulation, non-fluent speech, etc)  
☐ Emotional / behavior problem (e.g. attention problem, over-activity, easy tantrums, anxious behavior, etc)  
☐ Physical health problem  
☐ Parenting problem  
☐ Family problem  
☐ Others: e.g. motor clumsiness (please specify) ____________________________  

V. Information of the preprimary institution  
Name of KG / Nursery: ____________________________  
Address: ____________________________  
Phone No.: ____________________________ Fax no.: ____________________________  
Referring teacher: ____________________________ Signature: ____________________________  
Principal / Head teacher: ____________________________ Signature: ____________________________  
Date of referral: ____________________________  

VII. Parent’s consent  
I __________________ (parent / guardian), hereby consent for my child __________________ to be referred to Kwun Tong MCHC for assessment. I also consent for the MCHC to communicate with the school about the assessment results and subsequent follow-up plan of my child.  
Parent’s signature: ____________________________ Date: ____________________________