### 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.

(MCHC chop)
Comprehensive Child Development Service (CCDS)
Preschool Referral and Reply
Referral for MCHC Service (Preprimary institutions)

I. Particulars of the Child

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1. Name</td>
<td></td>
</tr>
<tr>
<td>2. Sex</td>
<td>□ Male □ Female</td>
</tr>
<tr>
<td>3. Date of Birth</td>
<td>(YYYY) (MM) (DD)</td>
</tr>
<tr>
<td>4. Name of Parents / Guardian</td>
<td>Father: Mother: Guardian: (if applicable)</td>
</tr>
<tr>
<td>5. Contact phone no.</td>
<td></td>
</tr>
<tr>
<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>
</tr>
<tr>
<td>8. Service currently received</td>
<td>□ No □ Yes, please specify: _________________________________</td>
</tr>
<tr>
<td>9. MCHC registered</td>
<td>MCHC Registration no.: _________________________________</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Aspect</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding of concepts</td>
<td>e.g. ability to understand basic concepts, general knowledge, numeracy, etc</td>
</tr>
<tr>
<td>Learning of words</td>
<td>e.g. ability in word recognition, reading or dictation, etc</td>
</tr>
<tr>
<td>Language ability</td>
<td>e.g. verbal understanding, expression, articulation, etc</td>
</tr>
<tr>
<td>Social behaviour</td>
<td>e.g. peer relationship, group participation, rule following, etc</td>
</tr>
<tr>
<td>Behaviour / emotion</td>
<td>e.g. attention, activity level, emotional control, etc</td>
</tr>
</tbody>
</table>
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: ____________________________

VI. Parent’s consent  

I ___________ (parent / guardian), hereby consent for my child ___________ to be referred to Sai Ying Pun 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: ____________________________

CCDS_Preschool referral letter (Apr 2011)  

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