

KIS Fact Sheet

How to Set Up a (PSG) Program Support Group

Who initiates it?

- The kindergarten service takes the lead in establishing a PSG when support is being considered for a child with additional, complex needs.

Who should be in the group?



Educator



Family



Allied Health / Specialists

including Medical Specialists /
Early Childhood Intervention
Professionals / Inclusion
Professionals (e.g. PSFOs)

When and how often do they meet?

- A PSG should be established before submitting a KIS application.
- It should meet at least once per term to monitor progress and adjust plans as needed.

What does a PSG do?

- Collaboratively develop the KIS Plan (based on the child's needs and learning goals)
- Monitor the effectiveness of supports provided
- Ensure the voice of the family is heard in all decision-making
- Review and update the plan as needed

Protocols to follow

- Meetings must be documented with agreed actions and timelines
- A designated lead (often the teacher or director) ensures coordination and follow-up.
- Consent must be obtained from parents before sharing sensitive information.

Inclusion is a team sport

