

Referral Procedure

Policy: Bridges Head Start will ensure that all children receive the full scope of services based on individual needs.

Performance Standard: 1302.33 Child Screenings and Assessments

Procedure:

- The Early Screening Inventory Revised (ESI-R) will be used as the developmental screening instrument. The parent questionnaire is also an element of this screening process as well as the vision and hearing screening. ESI-R screenings will be conducted during the summer months prior to center start up or within 45 days of the child's first day of enrollment.
- If a child does not pass the ESI-R screening, a rescreen will be conducted within 2 weeks of program start up. If the child does not pass the rescreen, a referral to the LEA is warranted.
- If a child has concerns documented on the physical exam or a parent expresses strong concerns regarding the child's development, a referral to the LEA must be made within 2 weeks of enrollment.
- The Head Start lead teacher must notify the Education Manager that a disability referral is in order. A copy of the disability referral must be submitted to the Education Manager.
- Before submitting the referral, the teacher must contact the parents of the child from whom the referral is being completed. The teacher will request to meet with the parent to discuss the results from the ESI-R, classroom observations, etc. The teacher will also explain the process for referral to the LEA. The family advocate should be invited to attend this meeting and be prepared to assist the parent as needed through the referral process. If necessary, the Education Manager can also attend the meeting.
- Once the referral is submitted to the LEA, the LEA is required to adhere to all timelines outlined in IDEA. The teacher and family advocate should coordinate to ensure parental attendance and support at all disability meetings. The lead teacher is also expected to attend all meetings with the LEA.
- The lead teacher is responsible for securing copies of all paperwork/documentation throughout the referral process. A disability (orange) file should be created for the child in the classroom. A copy of all related paperwork must be submitted to the Education Manager. Related paperwork includes initial referral, meeting minutes, screening results, child study documents, eligibility documents, and IEP documents.