

## Referral Procedure

**Policy:** The BHS program will ensure that all children receive the full scope of services based on individual needs.

*Performance Standard 1302.33 Child Screening and Assessments, 1302.63 Coordination and Collaboration with the local agency responsible for implementing IDEA*

### Procedure:

- The ESI-R is 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.
- If the child does not pass this screening, he/she will be re-screened within 4 weeks of school start up. If the child again does not pass the screening, a referral may be in order. When making a referral all areas of the child's development need to be taken into account. Is English a second language for this child? What were the results of the hearing, vision, and speech screening? Does his/her physical exam seem unusual? What information do you have from the parent(s)? If a referral is necessary, teachers will complete the referral form within **five** days of determining a referral is needed.
- The Head Start teacher will then contact the Education/Disabilities Manager. If necessary, the Manager will assist the teacher in completing the Child Study Referral form. A copy of this referral should be sent to the Education/Disabilities Manager.
- Before turning in the referral, the Head Start lead teacher should contact the parents of the child either by phone or by meeting with the parents. The Education/Disabilities Manager will attend this meeting if needed. Concerns about the child should be expressed at this time. The teacher will inform the parents of steps being taken (i.e. the referral). Parents can also share concerns at this time.
- Within **ten** days of the referral, a Child Study meeting should be held. The school division coordinates this and the parent(s) is invited. It is essential that a parent attend this meeting. Teachers and Family Advocate's should coordinate to ensure parental attendance at all disability meetings.
- The Disabilities Manager must be notified of all meetings. (Child Study, Eligibility, I.E.P.) Every effort will be made to ensure the lead teacher's attendance at meetings.
- Copies of paperwork from each meeting will be dated and placed in a **orange file** located with the child's classroom file. In addition, copies of all paperwork will be sent to the Disabilities Manager and filed in the child's central file. It is imperative that copies of all referrals, meeting minutes, screening results, child study documents, eligibility documents, and all IEP documents are on file in the classroom and copies sent to the Disabilities Manager.

### *Referenced Procedures:*

*Screening Procedure*

### *Referenced Forms:*

*Child Study Referral Form*