

BRUSH COUNTRY CO-OP

HEAD START

Coordination Program Guidelines

PURPOSE	To ensure the coordination of services between BCC member districts and the Head Start Program for children with disabilities.
GOAL	To provide coordinated services for children/families from the Head Start Program and the member districts' Preschool Program.
SCREENING	If the 45 or 90 day Head Start screening indicates possible Special Needs (i.e. Speech/Language), appropriate Head Start personnel will follow-up with the family and secure parent's signature for Permission for Screening . Within 10 school days of receiving the signed Permission for Screening , the appropriate member district personnel will arrange for completion of the screening . If screening results indicate adequate suspicions of possible IDEA disability, the Special Education Referral Process should be followed.
REFERRAL	<p>The BCC member district's Educational Diagnostician or Speech Pathologist shall be the member district's contact person for all Special Education referrals from Head Start.</p> <p>Prior to receiving the referral packet, the designated Head Start personnel shall provide the Educational Diagnostician or Speech Pathologist with the completed demographic student information card/ reason for referral, interventions attempted and results, copy of birth certificate, and immunizations. Upon receipt of the above information, a referral packet will be provided for the Head Start to complete and return.</p> <p>Within 5 school days of receiving the complete Referral, the Diagnostician or Speech Pathologist and the Head Start Disabilities Coordinator shall coordinate a visit with the child's parent to provide the Parent with the <u>Parent's Guide to the Admission, Review, and Dismissal Process</u> and provide the <u>Notice of Procedural Safeguards</u>, Notice of Evaluation and Consent for Evaluation.</p>
Evaluation	The Educational Diagnostician or Speech Pathologist shall complete the evaluation not later than 45 school days following the date they receive written, signed consent.

IEP/ARDC

The Educational Diagnostician or Speech Pathologist shall **notify** the designated Head Start personnel, parents and appropriate school participants of the ARDC Meeting to determine eligibility, recommended special education services, consent for Initial Placement, and determine timeline for initiation of services.

A representative from Head Start must participate in the IEP/ARDC meeting and placement decision.

