**NEW CHILD ENTERS PROGRAM**

**Each child should receive Developmental Screenings**

**Teacher should conduct (Cognitive) Brigance within 45 days of entry**

**Parent will be provided ASQ-SE (at orientation, group setting or by FA**

**Both Results will be reviewed by the Teacher and Director and followed up if EITHER scores in the Concerns area**

**Teachers will individualize and conduct observations. An ABC chart will be completed and If there are behavior concerns an “Behavior Incident Report” will also be completed.**

**\*The Disabilities Staff may be called in at this time to assist the teacher to individualize and plan.**

**\*If there Emotional Concerns, the Mental Health Consultant (partner or staff) will also conduct observations and submit the results to the Teacher and Director.**

**This child should go on the list of that teachers monthly meeting with the director with what has happened to address this concern. This includes partnering meeting with the parent to discuss what they have observed at home.**

***The parent Should be alerted if there are concerns and what steps the staff has taken.***

**If it is determined by observations and documentation that the concerns raised warrant a referral to EI (DOH) & CPSE (School District, the Director in consult with the Disabilities Staff will begin the process for making a referral.**

**Before a referral is started Parent consult, TA or Guidance on partnering with a solution should be discussed to go to the next step which will include a referral.**

**\*At any time the MHC may be called in to provide support to the teacher, guardian or child.**

**If the parent agrees the referral to EI or CPSE the case will be referred and monitored**

**\*If there are only Mental Health Concerns (staff, guardian, child) the MHC will refer with prior permission to a local MH clinic and or maintain the case and monitor the referral’s success.**

**All cases referred to MH, Disabilities staff or consultants must be placed on a roster and monitored on Child Plus to ensure successful outcomes.**