

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

Developmental/Behavior Screening

POLICY:

All children will be screened in the areas of cognition, speech and language, motor, social emotional and behavior skills within 45 calendar days of enrollment.

This policy relates to [Head Start Performance Standards 45 CFR Section 1302.33](#)

PROCEDURE:

1. The program will provide for developmental, sensory, and behavioral screenings for all children within 45 calendar days of the child beginning school.
2. Screening will be scheduled between May-August for children accepted into Head Start. Children that enroll later in the school year will be screened within 45 calendar days of the child beginning school.
3. A child must be at least 3 years of age in order to complete a developmental screening and the screening tool must be age appropriate for the child.
4. Screening may be conducted for potential enrollees during Spring/Summer months in collaboration with the LEA's child find efforts. Head Start will make every effort to identify and include all eligible children in each service area.
5. Age, linguistically and culturally appropriate standardized screening instruments will be used with the aid of an interpreter if needed.
6. Prior to screening, parents must be informed of the type and purpose of screening and must give written permission to screen. If parent refuses part or all of a screening(s), parent /guardian must complete a Head Start Parent Refusal Document.

7. After screening is completed, a determination will be made for rescreening or further assessment/evaluation based on screening scores, observations, parent input, and guidance from Mental Health Consultant and local LEA.
8. Any child determined to have a *result of Below Average, Fail or CNT* on the initial screening will be rescreened within 30 calendar days. If screening was done during summer screening, then 2nd attempt will take place as soon as the child feels comfortable in the classroom and no longer than 30 days after enrollment. If child is still scored *Below Average, Fail, or CNT*, Head Start staff will follow local BOE procedures. (See *Referral Evaluation policy*)
9. If a child fails a developmental screening but already has an IEP, it is not required to rescreen as the child is already receiving services.
10. Parents will be provided written notification of their child's screening results and any recommendations.
11. All screening dates, results, referrals and follow-up will be entered into the child's individual folder as well as on COPA under the "Developmental" tab.
12. Head Start programs will not use screenings or assessments to exclude children from enrollment or participation in the program.