

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

SUBJECT:

Enrolling Children with a Disability at Age 3

POLICY:

To determine eligibility and enroll children with a disability turning 3 years of age after **August 1st**. **This policy applies to children not previously identified as having a disability through other established transition and /or recruitment processes.**

This policy relates to Head Start Performance Standards 45 CFR Part 1302.12, 1302.15, 1302.70, 1302.33, 1302.42, and 1302.34.

PROCEDURE:

1. The program receives and processes application.
2. The **designated Head Start and / or LEA disability staff member** is notified of children with suspected or diagnosed disability.
3. If information in the application indicates the child has an IEP, the **designated Head Start and /or LEA disability staff member** obtains a copy of the IEP and pertinent information relating to the disability **if parent permission is given to obtain these records.**
4. If the child does not have an IEP, **the designated Head Start and /or LEA staff member (s) will** coordinate with **designated** staff to implement appropriate **screening, assessment and response to intervention processes** to determine if a referral for further evaluation is needed.
5. If warranted, the designated Head Start or LEA staff member makes a referral to the LEA for further evaluation. After the evaluations are completed, the Admission & Release Committee meets to determine eligibility.
6. After eligibility for specially designed instruction under IDEA is determined, the child is eligible for Head Start enrollment, if slots are available.

Approved by Policy Council, August 2017