Pre-school-Early Childhood Developmental Screening

Policy
Head Start will either obtain or complete an Early Childhood Developmental Screening for all children at initial enrollment in Head Start. A research-based standardized tool will be used to identify concerns regarding a child’s developmental, behavioral, motor, language, social, cognitive, and emotional skills, and must be completed or obtained within 45 calendar days of the child’s entry date (entry date=first classroom day for center based or first educational home visit for home base).

Procedure:

1. **Consent:** Parents will provide consent to screen their child by signing the Head Start Parent Contract. Parents will sign a Consent for Release of Information in order for the program to obtain a copy of a screening already conducted by the school district.

2. **ELL:** If a child speaks a language other than English, our program will use qualified bilingual staff if possible or the lead teacher will conduct the screening in the child’s home language by using an interpreter. If an interpreter is not available, screenings will be conducted in English with additional information gathered from the family for use in evaluating a child’s developmental status.

3. **What children are screened by the Lead Teacher:**
   - All newly enrolled HS children.
   - All children transitioning from Early Head Start to Head Start.
   - Any repeating Head Start child that ended the previous program year with a screening result of “Rescreen” or that was referred to Help Me Grow and the status of the referral is unknown or resulted in the child not qualifying for services.

4. **What children are not screened by the Lead Teacher:**
   - Any child which the program has obtained a screening from the school district.
   - Any repeating Head Start child that ended the previous program year with a screening result of “PASS”.

5. **Recording the screening results:**
   - **Total score:** Record the child’s total score in the “Total Score” box.
   - **Record the score in the correct scoring category box:** Record the total score in *EITHER OF* the following boxes available:
     - If the child’s age and score fall in the “clear pass” column in the scoring norms table, **record the score in the PASS box**
     - If the child’s age and score fall in the “grey area” column in the scoring norms table, **record the score in the “RESCREEN” box**
     - If the child’s age and score fall in the “refer” column in the scoring norms table, **record the score in the “REFER” box**
6. **Required actions based on child’s overall screening score:**
   - **Pass** - no further action is required.
   - **Rescreen** - Child will be rescreened within 90 days
   - **Refer** –
     - The Lead Teacher will share the screening results with the parents immediately.
     - The Lead Teacher will obtain a Consent for Release of Information for permission to have the program facilitate a Help Me Grow Referral for further evaluation.
     - The Lead Teacher will complete and submit a “Child Referral Form” (CRF) with the required information to the office.
     - The Disabilities and Mental Health Manager will submit the referral to Help Me Grow.
   - **Special Conditions:** if a child scores 2 or less on the Speech Intelligibility Rating Scale
     - The Lead Teacher will share the screening results with the parents immediately.
     - The Lead Teacher will obtain a Consent for Release of Information for permission to have the program facilitate a Help Me Grow Referral for further evaluation.
     - The Lead Teacher will complete and submit a “Child Referral Form” (CRF) with the required information to the office.
     - The Disabilities and Mental Health Manager will submit the referral to Help Me Grow.

7. **Known Concern (KC):** If a child has a current IEP, and the program has obtained a copy of the child’s screening from the school district, the Lead Teacher does not need to screen the child.

8. **Submit all screenings to the office:** All screenings must be submitted to the office for scanning and entry into the child and family tracking data system.

**Team Child Comprehensive Review:** The Classroom Team or PSHB Educator will meet with the Comprehensive Review Team to discuss each child’s developmental screening, health and nutrition status, and family information, and will make recommendations based on the review.

Additional Resources (i.e. ASQ Activities,) can be shared with parents for the child’s developmental areas of need.

This Policy complies with Head Start Performance Standard 45 CFR Chapter XIII Section 1302.33(a)(c)

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