

Process to Support Enrollment of a Child with Special Needs

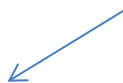
Parent Requests Enrollment for a Child in Early Care and Education Program



Parent identifies that a child has a special need **OR** staff identifies that a child has a special need by asking for information regarding the child’s health, nutrition, physical activity and behavioral status – see *Caring for Our Children* [STD 2.3.3.1](#) [STD 8.3.0.1](#)

The Maternal and Child Health Bureau defines a child with special needs as “those who have or are at increased risk for a chronic physical, developmental, behavioral, or emotional condition and who also require health and related services of a type or amount beyond that required by children generally.” Accessed at <http://mchb.hrsa.gov/cshcn05> 4/10/15. Examples of special needs are asthma, food allergy and seizure disorder.

To develop a policy, consider policy language from *Model Child Care Health Policies*, Section 1, 2a, Special Needs.



No

Inform family about program policy in case child develops a special need (developmental, social-emotional, physical, nutritional or oral health.)

Yes

1. What is child’s special need?
2. Does the family have a care plan that is completed by the child’s health care provider with details of the child’s needs and how to handle emergencies and daily needs?



No

Yes

No



Decide if staff can safely meet the child's needs until the special needs care plan is obtained. (The child should not be in care if it is not safe to care for him/her without the special needs care plan information and instructions.)



1. Provide family with a copy of the facility care plan. Choose care plan options from *Model Child Care Health Policies, Caring for Our Children* and the ECELS website
www.ecels-healthychildcarepa.org
2. Give instructions for completion by child's health care provider.
3. Ask for completed form by _____.
4. Repeat steps 2-5 on the right side.

Yes



1. Ask the family to provide a copy of the care plan so the staff can plan how to meet the child's needs to have the child get the most benefit from participating in the program.
 2. The director /or designee reviews the care plan to make sure instructions for staff are clear. Contact the child's health care provider if clarification is needed.
 3. Determine if the staff needs any professional development. If so, arrange for it.
 4. Does child need medication or a special procedure during the day? If so, plan for medication administration or other special procedure.
 5. ECELS resources to support staff:
 - Technical assistance by phone or email
 - Self-learning modules
 - Workshops
 - Linkage with a Child Care Health Consultant
 - Referral to other resources
- Contact ECELS at ecels@paaap.org 800/243-2357, 484/446-3003.

Resources

American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. *Caring for Our Children: National health and safety performance standards; Guidelines for early care and education programs. 3rd edition.* 2011. Elk Grove Village, IL: American Academy of Pediatrics; Washington, DC: American Public Health Association. Most recently updated version available at <http://nrckids.org>

American Academy of Pediatrics. *Managing Chronic Health Needs in Child Care and Schools.* Donoghue EA and Craft CA, ed. Elk Grove Village, IL: American Academy of Pediatrics; 2009. www.aap.org

Pennsylvania Chapter of the American Academy of Pediatrics. *Model Child Care Health Policies.* Aronson SS, ed. 5th ed. Elk Grove Village, IL: American Academy of Pediatrics; 2014. www.ecels-healthychildcarepa.org

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