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
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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


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