

 Policy #: CD-1	Effective Date: 6/22/10	Page #: 1 of 2
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COMPONENT: DISABILITIES

SUBJECT: DISABILITIES SERVICE PLAN

PERFORMANCE OBJECTIVE: Head Start will ensure that a disability service plan will be developed with strategies for meeting the special needs of children with disabilities and their parents/guardians. The plan will ensure that all components of Head Start are appropriately involved in the integration of children with disabilities and their parents and that resources are used efficiently. The Disability Service Plan will be updated annually. Children with disabilities will be included in full range of activities and services normally provided to all Head Start children and provisions for any modifications necessary to meet the special needs of children with disabilities. The agency will ensure that all relevant coordinators, other staff and parents/guardians are consulted regarding all aspects of serving children with disabilities.

POLICY AND PROCEDURE:

The agency will make available at minimum, ten percent of its enrollment opportunities to children with disabilities. The agency will recruit and enroll income eligible children, including those with disabilities who are most in need of services and to coordinate with the LEA and other groups to benefit children with disabilities and their families.

The agency will work in collaboration with the Local Education Agencies (LEA), to ensure children with disabilities or suspected disabilities, are identified, evaluated and provided a free appropriate public education and related services which are mandated in the State. The agency will work in collaboration with families, other organizations, and the LEA to ensure services are available in the least restrictive environment in accordance with an individualized education plan (IEP).

The Disability Service Plan will be reviewed and updated annually or as needs are newly identified and/or as changes occur in the community as the changes affect services.

The agency will ensure that practices used to provide special services do not result in the undue attention to children with disabilities. Staff and volunteers as necessary, will be knowledgeable of children's names and schedules of special services of children with disabilities in the classroom, however, identifying information will not be posted or publicized.

The agency will take into account the needs of children for small group activities, for modifications of large group activities and for any individualized special help for all

children including those with disabilities. Each center/classroom will make available posters (pictures) and books which show children and adults with disabilities, including those in active roles.

The Health Service Manager will work in collaboration with the LEA's, Health Advisory Committee, community resources, other appropriate staff and parents/guardians to arrange for preparation of the budget line items for services for children with disabilities.