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Ref #: 1308.5 (a-f)	Policy Council Approval Date: 6/22/10	

COMPONENT: DISABILITIES

SUBJECT: RECRUITING DISABILITY CHILDREN

PERFORMANCE OBJECTIVE: To ensure that a systematic approach will be utilized based on the results of the Community Assessment in recruiting and locating children with disabilities and including children with severe disabilities. Placement will not be denied if the parent/guardian wishes to enroll the child if they meet the age/income guidelines, and Head Start is deemed an appropriate placement according to the child’s IEP. Placement will not be denied enrollment due to staff attitudes, inaccessibility of facilities, need to access additional resources to serve a specific child, lack of familiarity with equipment, prosthesis, etc., and/or specialized health care such as toileting, feeding and suctioning.

POLICY AND PROCEDURE:

Highland Rim Head Start will reserve 10% of its funded enrollment for children with disabilities.

Highland Rim Head Start recruits children with disabilities by: (not all inclusive)

- Posting posters specifically aimed at children with disabilities at local agencies;
- Establishing and maintaining a relationship with Tennessee Early Intervention Services (TEIS);
- See recruitment plan in ERSEA area procedures.

Highland Rim Head Start collaborates with the LEA’s during IEP meetings to determine appropriate placement and any other special considerations such as transportation needs, facility accessibility, or special equipment to meet the child’s needs according to the child’s IEP.

The Health Services Manager provides on-going training and individual mentoring for program staff to lower apprehensions and increase familiarity with conditions or special equipment needed when working with children with disabilities.

The classroom teachers, Family Service staff, and Health Services Manager will work together to ensure each child has proof of health requirements which include: immunizations, physical, hearing, and vision results.