



Making a Difference!

Early Intervention Early Childhood Special Education 2014-2015 Handbook



Buffalo Hanover Montrose Schools
Independent School District 877
Special Education Services
214 1st Ave NE
Buffalo MN 55313

June 2014

**WELCOME TO OUR
HELP ME GROW PROGRAM!**

Welcome to the Buffalo-Hanover-Montrose Early Intervention/Early Childhood Special Education B-3 and 3-5 programs. We hope that this booklet will give you better understanding of our programs. Remember, if you have any questions please do not hesitate to ask.

OUR MISSION

The mission of District 877's Early Childhood Special Education program is to identify children with special needs and to establish a partnership that respects the family role as primary teacher. Our program provides service which maximizes the child's potential in all developmental areas, emphasizes learning in the most natural setting, and prepares your child for life long learning.

OUR PHILOSOPHY

- We believe that you are your child's first and most important
- teacher. Follow-through at home during your regular routines will increase your child's success.
- We believe that when children are young, Intervention makes the most impact on development.
- We believe that all children and families are unique in their strengths, needs, and values.
- We believe that with families and staff working together, we make up an important educational partnership that focuses on your child's needs and encourages their successes.
- We believe that children learn from their peers and that services should be provided in the most natural environment.



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OVERVIEW OF HELP ME GROW

EARLY CHILDHOOD SPECIAL EDUCATION

Our programs provide services to children ages birth through age 2 years 11 months who show delays in one developmental area and children ages 3—6 who show delays in two or more areas of development. Children in this program have received an educational evaluation to determine that they are eligible (based on state criteria) to receive these services. Parents and staff together develop an education plan for each child. Services are based on your child’s needs and may include ECSE, Speech/Language Pathologist (SLP), Physical Therapy (PT), Occupational Therapy (OT), Developmental Adaptive Physical Education (DAPE), Deaf-Hard of Hearing (D/HH), Vision and Hearing.

IEP/IFSP TEAM

After your child has qualified to receive Early Intervention/ECSE services, we develop an Individualized Education Plan (IEP)/ Individualized Family Service Plan (IFSP) team to guide your child’s program planning. You are an essential member of this team. Your service coordinator, appropriate service providers (OT, PT, DAPE, SL/P, etc.), and county service providers (Social Worker, Public Health Nurse) are included on this team. An administrative designee will attend all annual team meetings and will be available to the team as needed. You are welcome to bring along other people that are important in your child’s life. These people may include grandparents, caregivers, personal care attendants, etc. It is important to us that you feel comfortable at these team meetings and empowered to advocate for your child’s needs.



ECSE STAFF DIRECTORY

Joy Kieffer - Special Education Director jkieffer@bhmschools.org	763-682-8721
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Natural Setting - Refers to the environments where children spend the majority of their time.

OT Occupational Therapist

PT Physical Therapist

COTA Certified occupational Therapy Assistant

ESP Educational Support Professional

D/APE Developmental Adaptive Physical Education

POHI Physical/Other Health Impaired

SLP Educational Speech Language Therapist

PARENT ROLE IN ECSE PROGRAMS

When working with young children, parent involvement is extremely important. Parents are their child's first and most important teachers. *You are the person who knows your child best and you are an important part of your child's team.* We want to work together with you to help your child reach his/her goals and objectives.

We will communicate with you in a variety of ways: face-to face, notebooks back and forth, notes home from school, phone calls, emails, photos, and/or video clips. If you have questions/ concerns or would like to touch base, please call your child's service coordinator.

If your child is in a classroom and you would like to observe during class, please let your child's case manager know ahead of time.



HOME VISIT SERVICE MODEL

District 877 home based services use a Primary Service Provider (PSP) model. Typically there will be one main PSP as determined by your child's needs. Consultation or direct services from other service providers will be included based on your child's needs. All service providers (who are on your child's team) work together to support your child's development.

Our home based service model works to help parents and caregivers to find ways to teach their child developmental skills during every day activities such as mealtime, bedtime, and bath time. Additionally, staff will assist families to connect to community services and programs.

Frequency of home visits is based on your child's needs and is determined at your child's IEP/IFSP meeting. Home visits will be scheduled during mutually agreed upon times that fall with the school day.



COMMON TERMS/ABBREVIATIONS

ECFE- Early Childhood Family Education. It is open to all families in the Buffalo-Hanover-Montrose communities with children from birth to kindergarten enrollment. ECFE brochures are mailed out to all families in these communities several times a year. If you do not currently receive these mailings, please call their office at 763-682-8780.

ECSE- Early Childhood Special Education. Children receiving ECSE services must meet eligibility guidelines using state criteria in a disability area.

ESY (Extended School Year) - Summer services for children B-3 are year round services. Summer services for children ages 3-5 are based on regression and a team decision.

IEP-Individualized Education Plan. This is a written plan generally used for children ages three to 21. The IEP includes your child's current levels of performance, goals and objectives, and services.

IFSP-Individualized Family Service Plan. This plan is generally used for children ages birth to three. The IFSP includes your child's current levels of performance, goals and objectives, and services. The IFSP emphasizes the family component in the child's education plan.

LRE (Least Restrictive Environment) - Federal law requires that to the maximum extent appropriate, children with disabilities are educated with children that are typically developing.

SIDEWALKS: Please have sidewalks and driveways clear and free of snow to prevent slipping and falling.



PETS: Please have any outside dogs tied up when we come. We are not sure if they are comfortable with strangers and we cannot always see them when we drive up to your house. If inside cats/dogs are overly friendly, please put them in another room to reduce distractions.

TV OR BACKGROUND NOISE: It would be helpful for everyone if background noise were turned off during the visit so that we can focus on attending to your child and your questions.

PARENT ROLE DURING HOMEVISITS: We are here to assist you and your family with enhancing your child's development. You are your child's primary teacher. Because you are your child's primary teacher, it is important that you join us and interact with us during home visits. This allows you, as a parent, to use the teaching and learning strategies during your daily routines when we are not there. This also enables us to assist with monitoring your child's developmental progress.

3-5 SERVICE MODEL

The 3-5 service model generally follows these guidelines:

- Your child's program is individualized and based on his/her needs. Placement and program decisions are based on your child's needs as determined by your child's IEP/IFSP team.
- Children learn from their peers. Your child's IEP/IFSP team will consider the most natural setting for your child to make progress on his/her goals and objectives.
- Trained staff personnel will work on your child's goals and objectives. These staff members may include the ECSE teacher, the general education teacher, Education Support Professional(s), an educational SL/P, an OT, a PT, and the Vision or Deaf-Hard of Hearing teacher. Service providers are knowledgeable and are able to provide intervention across all areas of development. Service providers may work directly with the student or through consultation with other team members.



CONTINUUM OF SERVICES

We provide a variety of program options in order to best serve the needs of each individual family and child. Decisions for placement are a team decision and are based on your child's needs. We offer the following options for programming:

Birth to three: Services are home based as home and daycare are the most natural settings. The team can work with your child on-site (at the school or day care) if that is most appropriate for your child and family.

Preschool Readiness: Ages 3-5, 2-3 mornings or afternoons per week. This is a center-based classroom with minimal inclusion in a preschool setting.

Talk and Play: Ages 3-5, 2-3 mornings or afternoons per week. This classroom is for young children with communication and interaction needs; a center-based classroom that works on establishing routines, communication skills, and pre-readiness skills. There are also periodic home visits to assist families with home or childcare needs.



ECSE HOME VISIT INFORMATION

CHILD/FAMILY ILLNESS: If you or anyone in your home is ill or you are not going to be home for a scheduled home visit, please contact your teacher/service providers.

Please keep your child home or cancel our home visit if she/he has the following:

- fever over 100 degrees (before medication)
- diarrhea (increased number of abnormally loose stools)
- vomiting
- coughing (especially with whooping sound)
- untreated ear infection
- strep throat
- undiagnosed rash
- head lice
- undiagnosed eye infections
- chicken pox or other communicable diseases

Please notify staff if your child contracts or has been exposed to a communicable disease.

STAFF ILLNESS: Our staff makes an effort not to transfer illness to your child and your family. At times we may need to cancel due to staff illnesses. Staff will make every effort to make up sessions due to staff absence. The staff member will notify you as soon as possible in the event that a session will be cancelled.

EMERGENCY PROCEDURES:

In order to be prepared for a building emergency, ECSE center based classrooms will participate in fire drills, tornado drills, lockdown and safety procedures as planned by the school building.

CLOTHING: Please dress your child in play clothes for all of the ECSE classrooms. Paint smocks are provided for messy activities, but accidents can occur. Please send your children in soft soled shoes such as tennis shoes so that they are better able to run and climb on playground equipment. In the winter, please send boots, snow pants, mittens, and hats to allow for spontaneous outdoor activities. Please label your child's clothing.

SUPPLIES: Your child will need to bring a backpack to school. If your child has a picture communication book, please send that back and forth each day. Be sure to send an extra set of play clothes and diapers/underwear in case of accidents.



SNACKS: Children will have a daily snack. Your child's teacher will let you know when it is your child's turn to bring snack. We ask that the snack be nutritious and commercially prepared (**no home made treats**).

Some snack ideas include:



juice, crackers, granola bars, fruit, cheese, raisins, etc. Please let us know if your child has any known food allergies or is on a special diet.

Early Childhood Family Education (ECFE)

Preschool Classroom: Ages 3-5, 2 or 3 mornings or afternoons per week. This is an inclusive setting with special education services provided in the classroom; the focus is on communication skills, readiness skills, and socialization.



Side By Side: Ages 3-5, 2-3 mornings or afternoons per week. This option includes an ECFE classroom setting 2 days per week, with a third day provided as determined by IEP. This third day focuses on pre-teaching of ECFE curriculum in a center-based classroom.

Head Start: Ages 3-5. This is an inclusive setting for children who qualify under the Head Start criteria; special education services are provided in the Head Start setting.

KidKare: Ages 3-5. If your child is enrolled in and attending the KidKare program, ECSE services can be provided on-site at that program. Services will be determined by the IEP team to meet your child's individual needs

GENERAL ECSE INFORMATION

SCHOOL CLOSING: ECSE classrooms and ECSE service providers will follow late start or school closing due to severe weather (snow, ice, fog, etc.). If school is late, there are no morning classes. Home visits scheduled prior to 10:00 am will be canceled. If school is canceled in mid-morning or noon, there will be no afternoon classes or home visits. When your child is enrolled as a student in the BHM School District, you will automatically receive automated calls for late starts and school closings/cancellations. These closings are also announced on KRWC 1360 AM and WCCO 830 AM radio, the school website at WWW.BHMSCHOOLS.ORG, or TV channels 4,5,9, and 11.

SCHOOL CALENDAR: In general, we will follow the Buffalo-Hanover-Montrose school year calendar. Your child's case manager will provide you with a calendar specific to your child's program. (See last pages of booklet).



SUMMER SCHOOL (EXTENDED SCHOOL YEAR): Birth to three services are year round services. Summer services for children ages 3-5 are based on their needs and documentation of regression (time to regain skills after a lengthy delay). Your child's IEP/IFSP team will determine if your child is eligible for summer services.



- undiagnosed rash
- head lice
- undiagnosed eye infections
- chicken pox or other communicable diseases

Please notify staff if your child contracts or has been exposed to a communicable disease.

If a staff member is out ill, classes will continue as scheduled with a substitute.

ACCIDENT PROCEDURES:

- In case of minor injury, staff will give first aid and contact the parent. Please be sure that your emergency contact information is up to date.
- If the emergency is more serious, staff will call 911 and direct emergency personnel to take your child to the hospital and physician you have indicated on your registration materials. Medical costs are the parents' responsibility.
- If your child is in need of medication while in an ECSE program, written instructions from a doctor and written authorization from parents must be on file before the medication can be given by school personnel. A health aide is at each elementary site during school hours and a licensed school nurse is on call.

RESTRICTIVE PROCEDURES:

ECSE center based classrooms are located in various elementary sites. ECSE follows individual building restraint and seclusion plan. ECSE classrooms rarely, if ever, utilize these procedures. A copy of this plan is available, upon request, at each school principal's office.

ECSE CLASSROOM INFORMATION

(Side by Side, Talk and Play, Preschool Readiness)

VOLUNTEER OPPORTUNITIES: There are many ways to volunteer or donate in our programs. Options include:

- Volunteering in your child's classroom. Please set this up with your ECSE Teacher. BHM Schools require background checks for school volunteers and chaperones.
- Volunteering while your child is receiving individual services (such as speech). This could include coloring, cutting, laminating, organizing- please ask your service provider.
- Donating snacks or supplies.

ILLNESSES: Please contact your teacher or service provider to cancel if your child is ill. Don't forget to contact the bus company at 763-682-3232 if your child uses special transportation. If your child becomes ill during school, we will call you to come and pick your child up so the other students do not get exposed.

Please keep your child home or cancel our home visit if she/he has the following:

- fever over 100 degrees (before medication)
- diarrhea (increased number of abnormal-loose stools)
- vomiting
- coughing (especially with whooping sound)
- untreated ear infection



CLASSROOM ACTIVITIES: Early Childhood classrooms typically include the following activities

- Free play: age appropriate activities for your child to explore
- Circle time: greetings, songs, names, sharing, finger plays, books, and teacher led group activities
- Small groups: work on skills in areas of motor, speech language, pre-academic, and social development
- Bathroom: bathroom breaks as needed
- Snack: works on socialization, communication, independence, self-help skills and fine motor development
- Movement: large muscle activities, music and games

TOILETING: Your child does not have to be trained to participate in any of the ECSE program options. If appropriate, we will be working on toilet-training with your child. Please send diapers, wipes, and a change of clothing.

BUSING: Transportation is available for your child at no cost to you. Your child must be transported from a home, daycare, or other setting within the Buffalo-Hanover-Montrose district boundaries. It is the parent/caregiver responsibility to bring your child to the bus. The bus driver will secure your child in his/her car seat or seatbelt and will take them out of their car seat or seatbelt upon arrival. ECSE staff meets the bus when it arrives at school and gets the child on the appropriate bus for the ride home. Please have your child ready for pick up five to ten minutes before your designated pick up time, as the schedule varies slightly from day to day.



Busing continued:

Parents/caregivers are responsible for meeting the child when the bus drops him/her off after school. The bus driver will only wait 3 minutes upon arriving at your home. If you are not there to pick up your child, your child will be transported to Kid-Kare, ISD 877's child care program, accompanied by a paraprofessional. Kid-Kare is located at the Discovery School. Please contact Kid-Kare at 682-8746 if you suspect that your child has been transported there. Please call the bus company at 682-3232 if your child will not be attending school for any reason.

3RD PARTY BILLING: In 2000, the Federal and State Governments set aside a special fund through Medical Assistance and Minnesota- Care that can be accessed by schools to help pay for evaluations and services on a child's IEP or IFSP that are considered health related. If your child is on MA or MNCare, please contact Alexa at 682-8722 and she will send you an informational packet.

ABUSE/NEGLECT REPORTING: Minnesota state law requires that all school employees report suspected child abuse and/or neglect to county social services. If this should happen, it is our hope to continue working with your family helping you to connect with programs and agencies that will support your family through this difficult time.

DATA PRIVACY: ECSE complies with state and federal data privacy laws. Further information can be accessed by referring to Minnesota Department of Education Procedural Safeguards

PHOTOGRAPHS AND VIDEOTAPING: Buffalo-Hanover-Montrose School District and ECSE Program may occasionally use pictures and video recordings to assist with learning activities. In addition, some ECSE teachers use photographs to share classroom activities with parents. Your signed permission is required and obtained prior to taking, using, and or sharing this information.