The Early Childhood Transition Process

A guide for helping families of children with special needs prepare for smooth and effective transitions.
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This booklet contains vital information and contacts needed throughout the transition process. It will help you stay organized and informed.

Introducing the Early Childhood Special Education Staff!

Part C Early Childhood Special Education Transition Team

  Laurie O'Shea Parsons, Early Childhood Social Worker, 339-4673
  John Whithorn, School Psychologist, 339-4065
  Nancy Moyer, Speech Language Pathologist, 339-4686
  Susan Ottman, Early Childhood Teacher, 339-4687

Some of the other team members who may be involved in your family's transition

  Carolyn Blasing- Speech Language Pathologist
  Linda Benton-Occupational Therapist and ECSE Community Inclusion Teacher
  Diana Hershberger-ECSE Community Inclusion Teacher
  Jenny Godfrey-Smith- ECSE teacher
  Troy Schneweis –ECSE Teacher
  Muriel (Mimi) Hinshaw-Physical Therapist
  Phyllis Schmidt-Visually Impaired/Blind Teacher
  Stephanie Frost-Deaf/Hard of Hearing Teacher
  Meegan Shuler-Autism Specialist
  Ann Elliott-Director of Student Services

Any of the above staff members can be reached at 339-4675
Family Rights

To ensure what is best for your child, these rights are given to the family:

The right to confidentiality. You can take comfort in knowing that information about your child and your family is private and will not be discussed with anyone unless you give permission.

The right to consent. This means that before your child is evaluated, a placement decision made, or before your child receives services, you must give your permission.

The right to receive services in a timely manner. It is also your right to have the evaluation completed in a reasonable amount of time and to have an educational plan developed for your child by his or her 3rd birthday. You will receive written notice before any meeting as well as before the initiation, change, or termination of any service (10 calendar days in advance).

The right to discuss your child’s strengths and needs. You have the right to participate in your child’s evaluation, to express your concerns and to discuss your child’s progress and placement options. You are encouraged to help in developing the educational plan as well.

The right to contact someone knowledgeable about your child and the law. During the transition process, you can speak to any professional who has worked with your child. You may also contact a child advocate or speak with support groups for families of children with disabilities. Families Together is a good resource. This is a statewide organization which assists parents and their children with any form of disability. Their phone number is 233-4777. You can also ask your FSC to recommend resources.

In Auburn-Washburn....You will be provided a Parental Rights for Special Education booklet.
In Auburn-Washburn....*We follow a strict timeline to assure a smooth transition.*
## Comparing the IFSP and the IEP

<table>
<thead>
<tr>
<th>Individualized Family Service Plan</th>
<th>IEP Individualized Education Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>For children and their families from birth through age 2 years.</td>
<td>For children ages 3 through 5 years.</td>
</tr>
<tr>
<td>Focus is on providing early intervention to meet the unique needs of the child and family.</td>
<td>Focus is on providing the services and supports to meet the child’s needs in the educational setting.</td>
</tr>
<tr>
<td>Eligibility for children birth through age 2 years is based on an evaluation (IDEA, Part C).</td>
<td>Eligibility for children ages 3-5 years is based on an evaluation (IDEA, Part B, Section 619).</td>
</tr>
<tr>
<td>IFSP is developed by the IFSP team and is based on the evaluation and needs of the child and family. An IFSP is developed annually and reviewed every six months.</td>
<td>IEP is developed by the IEP team and addresses how the child’s disability affects his progress in the educational setting. An IEP is developed and reviewed annually or more frequently if needed.</td>
</tr>
<tr>
<td>Statement of performance contains information about the child’s present levels of motor, cognitive, communication, social/emotional and adaptive development (self-help skills).</td>
<td>Statement of performance contains information about the child’s present levels, which includes how the disability affects the child’s participation in appropriate activities in the educational setting.</td>
</tr>
<tr>
<td>Services are provided in the natural environment. This refers to providing services in a setting where the child would be if he did not have a disability.</td>
<td>Services are provided in the Least Restrictive Environment (LRE). This refers to the extent the child will participate with non-disabled children in regular activities or classes, with peers who do not have disabilities.</td>
</tr>
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*Continued on the next page*
### IFSP

Outcomes and activities are developed to address the needs of the child and family.

Description listing needed services—What, Who, Where, How and When.

### IEP

Measurable annual goals and objectives are developed to address the child’s specific needs in reaching educational standards and benchmarks.

Description indicating special education, related services, supplemental aids and services, modifications, and supports.

**In Auburn-Washburn....We ask your Family Service Coordinator to explain the IFSP and our transition team will explain the IEP process.**

Even the smallest steps will move you forward!
When is your child eligible for IDEA, Part B services?

If your child is receiving Early Intervention services, he or she will be evaluated, and if eligible for IDEA, Part B services, these services begin at age 3 years.

If your child turns 3 at the end of the school year or during the summer months the IEP team (which includes parents) will determine when services will begin. If it is determined that your child needs services to begin immediately, your child can receive services during the remainder of the summer. If your child turns 3 years old during the summer months and the IEP team determines that your child does not need services immediately, then services will start when the next school year begins.

If your child turns 3 years old during the spring or summer months and the evaluation by the school system at age 3 years determines that your child is not eligible for services under Part B, your Family Service Coordinator and the staff from Early Childhood will discuss options for your child and provide information on available programs.

In Auburn-Washburn....The IEP team (which includes parents) will meet at the eligibility meeting and discuss when services will begin.

Our goal is that all children learn in settings with necessary services and supports so that they can be successful.
Evaluation

The local school system is responsible for determining eligibility for the IDEA, Part B services. This process, called an evaluation, will be completed to determine if your child will be eligible for services under IDEA, Part B services at age 3 years. A team of qualified professionals, along with your family, will make this determination.

An evaluation will include the following:

- Hearing and vision screening
- Health and medical history
- Developmental history
- Cognitive development
- Adaptive development
- Social and emotional development
- Communication development
- Present level of functioning
- Motor development

Family Responsibilities

To ensure what is BEST for your child, these family responsibilities are important:

- Give permission for your child to be tested and to receive services.
- Give information about your child, such as the child’s medical problems, likes, dislikes, etc.
- Participate in meetings by talking about what you want for your child.
- Discuss any problems and always share information about how your child is doing.
- Remember, you know your child best; it is very important for you to attend meetings.
- Keep scheduled appointments. If an emergency arises, call or send a message and reschedule as soon as possible. Make it your responsibility to get the needed information and reports to your team in a timely manner.
- Recognize that you are important to your child! Stay in touch with your child’s feelings and support his/her emotional needs during this transition.

In Auburn-Wasahburn.... The options for the evaluation are discussed at the transition meeting.
There are several programs available to children ages 3-5 years. The following outlines the programs available, and gives a brief description of each.

Early Childhood Setting
This may include, but is not limited to:

- Public or private preschools
- Head Start Centers
- Child care facilities
- Other combinations of early childhood settings

Early Childhood Special Education Setting
This may include, but is not limited to:

- Special education classrooms at the Early Childhood Center
- Special education classrooms in Child Care Facilities such as Kidlink with the Easter Seals Capper Foundation.

Home
Children receive all of their special education and related services in the home of the child’s family or caregiver.

Your child’s educational services may be delivered in any of these settings or a combination of settings.

PreK programs are important in helping your child develop skills needed for school.

Continued on the next page
Head Start Programs:

Head Start programs are federally funded, child-focused programs which have the overall goal of increasing the social competence of young children in low-income families. In simple terms this means that the focus of the program is to increase your child’s everyday effectiveness in dealing with his or her present environment and later responsibilities in school and life. Head Start addresses development in the following areas: social, emotional, cognitive, and physical development. Head Start services are also family-centered, because children develop within their families, and parents are respected as their primary educators and caregivers. Some Head Start programs serve 3 year olds as well. Your Family Service Coordinator or the Early Childhood staff can provide contact information for your local Head Start center.

Other Pre-K Programs

The year before your child enters kindergarten, he or she may be eligible to attend the district At Risk or Title 1 Preschool program. Contact Laurie O’Shea Parsons to inquire about this for additional information and eligibility requirements.

In Auburn-Washburn....Our Early Childhood Special Education social worker will assist you in the exploration of these or other possible programs.

In Auburn-Washburn....The IEP team, with your input, will determine the setting in which Early Childhood Special Education services will be delivered.
What will I need for my child to enter school?

Kansas Public Schools Enrollment Information

Proof of Residency
You must provide proof of your address. The proof can be a copy of a recent utility bill with your name on it, or a copy of a lease or rental agreement in your name. Checks and driver’s license are generally not acceptable as proof of residency.

Birth Certificate
The birth certificate must be the official record of birth issued by the state, not a hospital record of birth. If you do not have a copy, the Clerk of the Board of Education, Denise Taylor (tayloden@usd437.net or 339-4031) can provide you with information on ordering a copy from the state.

Social Security Card
Your child’s card is required for registration. If the card has been lost, contact your local Social Security Office for a verification form to prove that your child has a number and apply for a replacement card.

Immunization Record (White Health Card or “Shot Card”)
This card is available from your pediatrician or your local health unit. If your child has been unable to receive all appropriate immunizations because of medical reasons, have your doctor write a letter of explanation.

The physical assessment form is provided by the school as part of the enrollment packet. Parents complete the front page and your child’s doctor completes the back and signs the form.

Custody Papers
If you have court papers documenting custody arrangements for your child, present these papers to your child’s school during registration so that school personnel can be aware of any mandated restrictions.

In Auburn-Washburn....Enrollment is done at the host school office with assistance from Early Childhood staff members.
Things you would like people to know about your child

<table>
<thead>
<tr>
<th>Area of Development</th>
<th>Something my child already does in this area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Play - plays with toys, shares, takes turns, plays by self, plays with others</td>
<td></td>
</tr>
<tr>
<td>Language - expresses wants and needs, follows directions, uses phrases, understands</td>
<td></td>
</tr>
<tr>
<td>Meals - uses spoon to eat, drinks from a cup, eats finger foods (Please tell about any food allergies or concerns.)</td>
<td></td>
</tr>
<tr>
<td>Self Care - dressing, toileting and other self-help needs</td>
<td></td>
</tr>
<tr>
<td>Thinking - understands cause and effect, matches colors, solves problems, understands “few” and “many”</td>
<td></td>
</tr>
<tr>
<td>Moving - walks, runs, climbs, catches rolled ball, builds block tower, makes scribble marks</td>
<td></td>
</tr>
<tr>
<td>Favorite Activity - What does your child enjoy doing?</td>
<td></td>
</tr>
<tr>
<td>Medical Concerns - health issues, allergies, feeding issues</td>
<td></td>
</tr>
</tbody>
</table>

In Auburn-Washburn....We want to get to know your child. Please take time to fill this out for use in developing your child’s educational program (IEP).

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Terms You Need To Know

APE - Adapted Physical Education (individualized to meet child’s needs)
Benchmark - A general statement relating to a specific subject area
C.A. - Chronological age (example: 2 years old = C.A. 24 months)
DD - Developmentally Delayed
ECSE - Early Childhood Special Education
ESY - Extended School Year - refers to education services provided over the summer months; designed to maintain school year services; eligibility requirements must be met
FSC - Family Service Coordinator (case manager for families in the Part C system)
IDEA - Individuals with Disabilities Act
IEP - Individualized Education Program - a document written annually to determine special education services and placement; developed jointly by family and school personnel
IFSP - Individualized Family Service Plan - a document written annually and updated every six months by families and personnel serving infants and toddlers in the Early Intervention system

Our Commitment:
To provide the best placement for children and their families so they can reach their full potential.
More Terms You Need To Know

LEA - Local Education Agency (local school system)
LRE - Least restrictive environment
MDT - Multi-Disciplinary Team report—a summary of the evaluation that determines eligibility for services.
OT - Occupational therapy — a service for students whose fine motor, perceptual, and/or sensory integration impairments significantly interfere with learning
PT - Physical therapy — a service for students whose gross motor limitations interfere significantly with academic development
KSDE - Kansas State Department of Education
SLP - Speech-Language Pathologist — speech therapy is provided to students who have been evaluated and determined to have misarticulated speech sounds, inappropriate voice and fluency disorders and/or impaired understanding or expression of their thoughts.

For a user friendly explanation of the confusing world of special education terminology—go to the Guide to Special Education at the following website:


In Auburn-Washburn....We encourage and hope you will ask questions when you hear new terms that you are not familiar with.

Get Involved.
Learn about the options available for your child within the public school system & in your community.
Important Contact Names and/or Phone Numbers:

ECSE School: 339-4675

Infant/Toddler Family Service Coordinator:_____________________________________________

ECSE Preschool Teacher:______________________________________________________________

School System Contact Person:__________________________________________________________

School:_____________________________________________________________________________

Community Preschool:_______________________________________________________________

Childcare Center:___________________________________________________________________

Home Daycare Provider:_______________________________________________________________

Family Doctor:_____________________________________________________________________

Medicaid Office:____________________________________________________________________

Social Security/SSI:________________________________________________________________

WIC:____________________________________________________________________________

Health Insurance Provider:____________________________________________________________

Families Together:____________________________________________________________________

Head Start:________________________________________________________________________

Case Worker:________________________________________________________________________

Other:____________________________________________________________________________

Important Dates
Transition Meeting:____________________________________________________________________
Evaluation Dates:_____________________________________________________________________
Eligibility Meeting:___________________________________________________________________
IEP Meeting Date (if applicable):________________________________________________________
Early Childhood Special Education

Address
City, State Zip
Phone (785)339-4675
Fax (785) 339-xxxx
www.usd437.net