Big Sandy Area C.A.P., Inc. – HEAD START

Program Policies and Procedures

**Developmental/Behavior Screening**

POLICY:

All children will be screened in the areas of cognition, speech and language, motor, social emotional and behavior skills within 45 calendar days of enrollment.

*This policy relates to Head Start Performance Standards 45 CFR Section*

*1302.33*

PROCEDURE:

1. The program will complete developmental, sensory, and behavioral screenings for all children within 45 calendar days of the child beginning school.

2. Screenings may be scheduled between May-August for children accepted

into Head Start. Children that enroll later in the school year will be

screened within 45 calendar days of the child beginning school.

3. A child must be at least 3 years of age in order to complete a developmental screening and the screening tool must be age appropriate for the child.

4. Screening may be conducted for potential enrollees during Spring/

Summer months in collaboration with the LEA’s child find efforts.

Head Start will make every effort to identify and include all eligible children in each service area.

5. Age, linguistically and culturally appropriate standardized screening

instruments will be used with the aid of an interpreter if needed.

6. Prior to screening, parents must be informed of the type and purpose of

screening and must give written permission to screen. If parent refuses part or all of a screening(s), parent /guardian will be asked to complete a Head Start Parent Refusal Document.

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7. After screening is completed and a child has a result of *Below Average, Fail or CNT,* a determination will be made for rescreening, intervention (RTI) or further assessment/evaluation based on scores, observations, parent input, and guidance from the Mental Health Consultant and local LEA. A rescreen must be completed within 30 calendar days of a *Below Average*, *Fail* or *CNT* unless a referral is made to the school district special education department for further evaluation.

8. If screening was done prior to the child’s enrollment (i.e. summer months), the rescreen will take place as soon as the child feels comfortable in the classroom and but no longer than 30 days after enrollment. If the child still scored *Below Average, Fail, or CNT,* Head Start staff will follow local BOE procedures. (See *Referral Evaluation Policy)*

9.If a child fails a developmental screening but already has an IEP, it is not required to rescreen since the child is already receiving services.

10. Children who receive and pass a developmental screening in the first year of their enrollment will not need another developmental screening when they return for a 2nd year in the program. It is allowable to conduct another screening at any time after a passing score on the initial screening if the staff have a concern, but it is not required.

11. Parents will be provided written notification of their child’s screening results and any recommendations.

12. All screening dates, results, referrals and follow-up will be entered into the child’s individual folder as well as on COPA under the “Developmental” tab.

13. Head Start programs will not use screenings or assessments to exclude children from enrollment or participation in the program.

*Approved by Policy Council: September 2025*