Referral Plan

Creative World shall use the following procedures for referring parents to appropriate social, mental health, educational, dental, vision, hearing and any other medical services for their child should the center staff feel that an assessment for such additional services would benefit the child.

Whenever a staff member is concerned about a child's development or behavior and feel that further evaluation should be done, they should report it to the child's classroom lead teacher, who will review concerns with the center director.

If the director agrees, the lead teacher is requested to complete an observation report and review the child's record prior to making the referral.

The director will maintain a current list of referral resources in the community for children in need.

The director schedules a meeting with parents to notify them of the center's concerns and prepares a referral list.

At the meeting the director will provide to the parent a written statement including their reason for recommending a referral for additional services. A summary of the center's observation related to the referral and any efforts the center may have made to accommodate the child's needs.

The director will offer assistance to the child's parents in making the referral. Parents will be encouraged to call or request in writing an evaluation. If parents need extra support, the center may, with written consent, contact the referral agency for them.

If the child is at least 2 1/2 years of age, the director shall inform the child's parents of the availability of services and their rights, including the right to appeal, under Chapter 766.

If a child is under the age of 3, the director shall inform the child's parents of the availability of services provided by Early Intervention Programs.

The director will follow up, with parental permission. contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs at the center. If it is determined that the child is not in need of services from this agency, or is ineligible to receive services, the center shall review the child's progress at the center every 3 months to determine if another referral is necessary.

The director/lead teacher will maintain a written record of any referrals, including the parent conference results. A referral checklist will be kept in the child's record.