



Whitfield County Schools

Children's Assessment and Preschool Services

Babies Can't Wait (BCW) Referral/Evaluation Procedures

Notification from BCW:

1. BCW submits names and birthdays of all children living within the WCS district, who receive BCW services, to the Preschool Special Education Coordinator. This information is documented on the preschool referral tracking log.
2. Once a child is between the ages of 27-33 months, a BCW Coordinator will schedule a transition meeting with the Preschool Special Education Coordinator. If the parent/guardian chooses not to transition to the local school system, a BCW Coordinator will notify the Preschool Special Education Coordinator and this information will be documented on the preschool referral tracking log.

Transition Meeting:

3. At the transition meeting, the Preschool Special Education Coordinator, or designated WCS representative, will meet with the BCW Coordinator and parent/guardian to discuss the referral and evaluation process.
4. The parent will be given an evaluation packet to complete. This packet, along with copies of the child's Social Security Card or signed waiver, Birth Certificate, Immunization Form, and Proof of Residency, must be returned to the Preschool Special Education office prior to or on the day of the evaluation. *SEE EXCEPTIONS ALLOWED FOR BCW REFERRALS ONLY LISTED BELOW
5. If there are medical concerns or a child receives private therapy services, the parent will be asked to sign a records release form at the transition meeting.
6. In cases where the transition meeting is held within 60 days of the child's 3rd birthday, the Preschool Special Education Coordinator may provide the parent with a copy of the parental rights and obtain consent to evaluate at the transition meeting.
7. A parent/guardian may make the decision to refuse an evaluation by WCS at or following the transition meeting, prior to signing consent for evaluation. This decision will be noted on the preschool tracking log.

Following the Transition Meeting:

8. The Preschool Special Education Coordinator will collect all referral/enrollment documentation, request records, put together an evaluation folder, and notify all WCS staff who will be involved in the evaluation.

9. Once all of the required documentation has been received, the evaluation folder will be forwarded to either the assigned school psychologist, lead speech therapist, or remain with the Preschool Special Education Coordinator, as appropriate, based on the evaluation needs of the child.
10. Enrollment documentation will be submitted to the enrollment office.
11. The school psychologist, speech therapist, or WCS staff member responsible for evaluating the child will contact the parent to schedule an evaluation appointment.
12. Parent(s)/guardian(s) will be provided with a copy of the Parental Rights and must sign a Consent to Evaluate form prior to their child's evaluation. This consent form may be sent to the parent ahead of time or provided the day of the evaluation. Consents may be sent by the School Psychologist, Lead Speech Therapist (speech only evaluations), or Preschool ESS Coordinator (OI, HI, or VI only evaluations or when a child transitions within 60 days of his/her birthday as noted above).
13. If a child has not passed a vision or hearing screening, a functional vision or hearing screening must be completed. (This may be completed on the day of the evaluation, if needed.)
14. Following the evaluation, an eligibility meeting will be held with the parents to determine eligibility for special education services and develop an Individual Education Plan (IEP), if needed. If the child is enrolled in a Preschool, Head Start, or Daycare program, the child's teacher will be invited to this meeting as well.
15. The parent will be asked to sign a records release at the eligibility meeting granting permission for WCS to share the evaluation results with BCW.

PLEASE NOTE:

The Preschool Special Education Coordinator must be notified of all evaluation dates, eligibilities, and eligibility meeting dates.

Eligibility and IEP meetings for children transitioning from Babies Can't Wait must be held PRIOR TO THE CHILD'S THIRD BIRTHDAY.

***Enrollment documentation exceptions for BCW referrals ONLY:**

- Confirmation of Birth or the IFSP document may be **temporarily** used in place of Birth Certificate to allow parent additional time to obtain birth certificate.
- A letter written by the Preschool ESS Coordinator following a transition meeting completed within the child's home may be used as documentation for Proof of Residency.
- Eye, Ear, Dental Form is not applicable at this age