

Tri-county Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: A- Eligibility, Recruitment, Selection, Enrollment and Attendance

Section: 1302.17 Suspension and Expulsion

Subject: Multi-Disciplinary Team

Policy

The multi-disciplinary team will consist of Education/Disability Coordinator, Family Service Coordinator, Health Service Coordinator and Director as needed. The team will meet with center staff members to address concerns on children suspected of having special needs.

Procedure

1. The Family Service Coordinator will arrange a multi-disciplinary team meeting to discuss children who have a suspected disability or other special need.
2. The Family Service Coordinator will coordinate the meeting, provide information, and guide discussion while all parties are encouraged to provide input.
3. The meeting will include at least one parent/guardian, if possible, child's teacher, Center Director, Disabilities Specialist, Family Service Advocate, and the multi-disciplinary team.
4. The meeting will be documented on a staffing form and the original form will be kept in the child's family file and a copy in the education file.
5. The Family Service Coordinator will assist the educational staff in implementing the short-term objective and the long-term goals.
6. The Family Service Coordinator will be responsible for making referrals and monitoring the child's progress.