

**Area:** Child Development

**Subject:** CD09 – Developmental Screenings

**Reference:** 1304.20 (b)(1)

**Policy:** Each child will have a Developmental Screening within 45 calendar days of enrollment for RHS/EHS and 30 calendar days of enrollment for MHS.

**Procedure:**

1. Given permission, for each child in the Head Start program a standardized developmental screening is administered in the child's primary language in order to identify possible developmental delays and/or speech/language problems in the child's abilities. (Screenings used: Ages & Stages Questionnaire (ASQ) and Early Screening Inventory (ESI).)
2. It is the teacher's responsibility to make written observations of all the children to determine their learning styles, skills, preferences and to provide subsequent classroom and home learning experiences. During this process, teachers should observe and document children's behavior and note behaviors that might indicate a developmental delay.
  - Results of screening will be entered into electronic data base.
  - Indicate screening examiner and the date administered. Check box indicating whether this is an initial screening or a rescreen.
  - When adaptations are made, indicate the reason and method of adapting the administration of the screening in common section.
  - Check the appropriate box for the screening results:
    - When a child scores as "Rescreen", the rescreening should be completed 8 to 10 weeks after this screening date (RHS/EHS), and 2 to 3 weeks after this screening date (MHS).
    - When "refer" is checked, the Teacher/Home Visitor will follow the procedure for referring a child for further evaluation.
    - Indicate whether the child is receiving current Readiness/Pre-academic services or speech/language services listed on an Individualized Education Program (IEP) in comment section, (not applicable MHS).

**Supervised by:** Child Development Supervisor

**Performed by:** Head Start Teaching Staff

**Forms needed:** Ages & Stages Questionnaire and Early Screening Inventory Forms

**Frequency:** Within 30 days of enrollment for MHS and within 45 days of enrollment for RHS/EHS.