




## Preschool Service Locations

	<i>Families whose children receive Related Service and/or SEIT* as a Home Service</i>	<i>Families whose children receive Related Service and/or SEIT * in a Childcare Setting</i>	<i>Families whose children receive Related services and/or SEIT* in an Extended Pre-K or UPK setting</i>	<i>Families whose children attend Integrated or Special Education Classrooms</i>
<i>Families</i>	<ul style="list-style-type: none"> <li>Know when your child's visits are scheduled.</li> <li>Keep that time available on a regular basis.</li> <li>Be ready when your provider arrives.</li> <li>Contact providers in advance if you need to miss a session .</li> <li>Offer a time to reschedule a missed session</li> </ul>	<ul style="list-style-type: none"> <li>Inform your childcare about your special education providers and how to contact them.</li> <li>Contact provider when your child will be absent from childcare.</li> <li>Be sure your child attends childcare on days he is scheduled for session.</li> </ul>	<ul style="list-style-type: none"> <li>Contact BOTH your provider and the school when your child is going to be absent.</li> <li>Assist with communication between the classroom and the provider (your CONSENT is required to for providers to share the IEP with a childcare teacher.)</li> </ul>	<ul style="list-style-type: none"> <li>It is critical to call the school if your child will be absent.</li> <li>For those who have busing on their IEP—the <b>family must call to cancel the bus, too. (585-458-3230)</b></li> <li>You or your childcare provider must come out to the door of the bus to pick up and drop off your child.</li> </ul>
<i>Provider</i>	<ul style="list-style-type: none"> <li>Arrive on time and keep to your weekly schedule.</li> <li>Contact the family if you are running late.</li> <li>Work with the family to match your schedule to their needs whenever possible.</li> </ul>	<ul style="list-style-type: none"> <li>Request Parental Consent to share information regarding your services with the childcare providers.</li> <li>Contact the childcare setting if you are running late for your visit.</li> <li>Plan visits at a time that works with the child's program schedule.</li> <li>Maintain good communication with the family throughout the IEP period.</li> </ul>		
ALL	Contact the CPSE Chairperson if there are frequent missed visits by child or provider			

\* SEIT = Special Education Itinerant (traveling) Teacher

### Avoid frequent missed visits

If visits are cancelled or a provider arrives at a home for a scheduled appointment and there is no one at home, ("No Call, No Show" ) the following will occur:

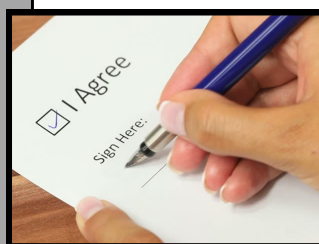
- 1st Time: Provider will call the family to schedule a make-up session.
- 2nd Time: Provider will notify the school district and contact you to discuss solutions to the scheduling problem.
- 3rd Time: Provider or his/her agency will contact the School District to discuss changes to the IEP or possible discharge by the provider.

**NOTE: Communication with your providers and their agencies is key to addressing attendance challenges.**

### Every Day Counts



- There are a very limited number of reasons that are considered an "excused absence" from preschool programs:
  - ◇ Illness,
  - ◇ medical or legal appointment,
  - ◇ religious observance
  - ◇ weather emergency
- Keep a regular routine every week. It gives your child a sense of security and confidence.



#### YOUR SIGNATURE

If you are asked to sign for a visit made by your therapist. Be sure to:

- Only sign on the actual day of the visit
- Be sure that the Time In & Time Out on the form are accurate.