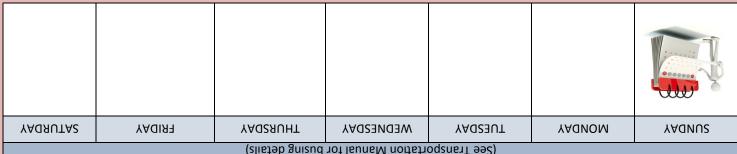
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		DISTRICT CPSE Chairperson:	

please notify the provider as early as possible, at least the day before, to cancel and reschedule a therapy session. If, for any reason, your child will NOT be available for their scheduled visit,



STANDARD SCHEDULE FOR VISITING TEACHERS/THERAPISTS OR SCHOOL BUS

You can use this form or use your own way to keep track of visits for your child.

## **Monroe County - Preschool Special Education**

Dear Preschool Families,

Thank you for allowing us to join you in the exciting process of helping your child grow and develop to his or her potential! Your child's school district, therapists and teachers are committed to helping you meet your child's educational goals.

They need your help! The two key ingredients to achieving good outcomes in Preschool Special Education are:



## Family/Team Communication

## **Regular Attendance**

If your child receives services at home, the providers will set up a schedule with you that matches the needs of your family with the availability of their schedules. If your child receives services in a child care setting, the providers will arrange visits with the center and notify you of the If your child attends a special class, schedule. services will happen throughout the week.

### For all children, every day matters

Communication with your child's providers, teachers and with your Committee on **Preschool Special Education** Chairperson is the key to

achieving a positive outcome.

We look forward to working together with you this year.

Thank you for all of your efforts! Sincerely,

Ann Marie Stephan,

Special Children's Services Administrator, Monroe County

#### **Preschool Service Locations** Families whose children receive Families whose children receive Families whose children receive Families whose children attend Related services and/or SEIT\* Related Service and/or SEIT\* Related Service and/or SEIT \* Integrated or Special in an Extended Pre-K as a Home Service in a Childcare Setting **Education Classrooms** or UPK setting • It is critical to call the Know when your child's Inform your childcare about • Contact BOTH your school if your child will be provider and the school visits are scheduled. your special education absent. when your child is going to • Keep that time available on providers and how to be absent. For those who have busing a regular basis. contact them. on their IEP-the family Assist with communication Be ready when your pro- Contact provider when your must call to cancel the between the vider arrives. bus, too. (585-458-3230) child will be absent from Families classroom and the Contact providers in adprovider (your CONSENT is You or your childcare childcare. provider must come out vance if you need to miss required to for • Be sure your child attends to the door of the bus to providers to share the IEP a session. childcare on days he is pick up and drop off your with a childcare teacher.) Offer a time to reschedule scheduled for session. child. a missed session \* **SEIT** = Special Education Itinerant (traveling) Teacher Arrive on time and keep to • Request Parental Consent to share your weekly schedule. information regarding your services with the childcare providers. Contact the family if you · Contact the childcare setting if you are running are running late. Provider late for your visit. Work with the family to match your schedule to Plan visits at a time that works with the child's their needs whenever program schedule. possible. • Maintain good communication with the family throughout the IEP period. Contact the CPSE Chairperson if there are frequent missed visits by child or provider ALL

## **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.