

## **Distribution of Children within the Program**

### **Procedure/Approach**

SOHS is committed to providing high-quality services that are inclusive and promote safe, nurturing environments, ensuring that the unique needs of every child are supported. Decisions regarding the distribution of children throughout our program are determined by a multidisciplinary team. To facilitate well-informed placement decisions, SOHS requires careful consideration of multiple factors that provide the opportunity to gain comprehensive child information.

#### **Head Start Program Performance Standards:**

**1302.31(b)(1)(iii)** – Teaching and the Learning Environment

**1302.33** – Child Screenings and Assessments

**1302.34(a)-1302.34(b)(8)** – Parent and Family Engagement in Education and Child Development Services

**1302.35** – Education in Home-Based Programs

**1302.60-1302.63(d)** – Additional Services for Children with Disabilities

### **Procedures:**

SOHS will annually establish selection criteria following the Selection Criteria Policy.

SOHS will ensure staffing is sufficient to ensure safe, nurturing environments and individualized teaching and learning for all children. Several factors can affect the number of children with concerns in a specific classroom setting.

- Children's needs (Medical, Nutritional, Developmental, Physical)
- Staff capacity
- Availability of early intervention, special education, and related service providers
- Number of children identified as having disabilities after enrollment

## **Distribution of Children**

### **A. Ongoing Selection**

SOHS conducts a Selection each week, as slots are available, where a multidisciplinary team executes delegated responsibilities. The Enrollment

Department must first receive approval before offering spots to children who have a transfer requested, with a reported disability. Approvals for placement are determined by the multidisciplinary team with recommendations from the Behavior and Disabilities Supervisor, Education, Nutrition, and Health Department, and Directors. Steps within this process support the team's ability to make sound decisions regarding the distribution of children throughout the program.

## **B. Creation and Distribution of the Selection Reports**

SOHS conducts a Selection each week, as slots are available, where a multidisciplinary team executes delegated responsibilities. The Enrollment Department must first receive approval before offering spots to children who have a transfer requested. Approvals for placement are determined by the multidisciplinary team with recommendations from the Behavior and Disabilities Supervisor, Education, Nutrition, and Health Department, and Directors. Steps within this process support the team's ability to make sound decisions regarding the distribution of children throughout the program.

## **C. Multi-Disciplinary Team Procedures to the Selection Reports**

The Multidisciplinary Team will review the selection reports. Children identified with a concern will have their records reviewed. When additional information is needed, the team member will request additional information for the most appropriate placement recommendation. Follow-up information will be documented on the selection report and child's Shine file.

## **D. Selection Consultation**

A consultation is held for each selection by our comprehensive multidisciplinary team. One key purpose of the consultation is to ensure children with concerns are appropriately distributed to ensure that all children's needs can be met within a given classroom. In instances where there are concerns about a child's successful integration into a particular classroom due to their specific needs. A discussion will take place during the consultation. This dialogue will consider the current demographics of the classroom (need of children already enrolled, staff capacity, etc.) to inform the decision-making process. The Behavior and Disabilities Supervisor will be designated as a "Hold" due to the need to gather more information needed to determine most appropriate placement.