

Americans with Disabilities Act (ADA)

Policy & Procedure

Policy

We adhere to the Americans with Disabilities Act and provide children with special needs/ medical concerns and parent/guardian(s) an equal opportunity to participate in our programs in accordance with the Americans with Disabilities Act.

Procedure

If a parent/guardian indicates that their child has a special need/medical concern on the Inquiry Form the following steps must be followed in order to determine an enrollment outcome:

1. The Director will:
 - Print the ADA Special Needs Packet from the Shared Directory and review the checklist/paperwork.
2. The Director and parent/guardian(s) will:
 - Review the Individual Assessment Overview and other applicable document.
 - Complete a tour of the school.
3. The parent/guardian(s) will:
 - Complete an Individualized Needs Assessment Form and Care Plan (from ADA Special Needs packet).
 - Return these documents and other applicable documentation (i.e. Individualized Education Plan or Patient Individual Care Plan) to the Program Director.
4. The Director will:
 - Review the documentation provided by parent/guardians to ensure its thorough completion. If portions of the document(s) are left blank or unanswered, instruct parent/guardian(s) to complete the document(s) in its entirety.
 - Inform the District Manager and/or Owner that a Special Needs/Medical Concerns Individualized Assessment has started and review all documentation with them.
 - Communicate with the parent/guardian(s) that an Individual Assessment is taking place and that a meeting will be scheduled within two weeks to discuss the enrollment outcome (if additional time is required parent/guardians must be notified immediately) based on the results of the Individualized Assessment.

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If the enrollment process continues the following steps must be followed:

1. The Director will communicate with the parent/guardian(s) via phone call and follow up email (sent the same day, using the provided email script). The Executive Director may assist in parent/guardian communication when applicable.

Email Script:

“Dear (insert parent/guardian(s) name),

Thank you for your patience and for speaking with me today regarding the enrollment outcome for (insert child's name). To recap our conversation, we have completed (insert child's name) individualized assessment for the purpose of determining whether we are able to meet the individual needs of the child without posing a direct threat to the health or safety of the child, other children or staff and whether enrollment would require a fundamental alteration to our program. Based on the documentation you provided and our findings from the individualized assessment we are pleased to inform you that we will continue with the enrollment process.

In preparation for (insert child's name) first day we would like to schedule a welcome meeting one week prior to the start date to review enrollment documentation and complete any necessary training related to (insert child's name)'s special needs/medical concerns.

We would also like to remind you that the individualized assessment process may be completed on an annual basis, or at the school's discretion, to ensure that as (insert child's name) grows, we can continue to provide a safe, nurturing environment with the care they require.

If you have any questions or concerns please don't hesitate to reach out. Thank you again for your collaboration in this process.

Sincerely,

(Insert Director name)

2. At least one week prior to the enrollment start date the Director will meet with the parent/guardian(s) and the child's teacher to review the documentation and complete any necessary training related to the child's special needs/medical concerns (i.e. feeding tube, administration of medication, additional observation and supervision). If applicable, training acknowledgment documents must also be completed at this time.

3. An annual review is required (as a child grows their needs may fundamentally alter our program). The parent/guardian(s) will complete the Special Needs/Medical Concerns Individual Assessment Form. The Director will keep it in the child's folder.

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If a trial enrollment is recommended the following steps must be followed:

1. The Director will communicate with the parent/guardian(s) via phone call and follow up email (sent the same day, using the provided email script). The Corporate Office Personnel may assist in parent/guardian communication when applicable.

Email Script:

“Dear (insert parent/guardian(s) name),

Thank you for your patience and for speaking with me today regarding the enrollment outcome for (insert child's name). To recap our conversation, we have completed (insert child's name) individualized assessment for the purpose of determining whether we are able to meet the individual needs of the child without posing a direct threat to the health or safety of the child, other children or staff and whether enrollment would require a fundamental alteration to our program. Based on the documentation you provided and our findings from the individualized assessment we are recommending a trial enrollment of **(insert specific number)** days. After the completion of the trial enrollment period we will evaluate and determine a final enrollment outcome. This may mean we will continue or end the enrollment process.

In preparation for (insert child's name) first day we would like to schedule a welcome meeting one week prior to the start date to review enrollment documentation and complete any necessary training related to (insert child's name)'s special needs/medical concerns.

We look forward to partnering with you and welcome you to our family! If you have any questions or concerns please don't hesitate to reach out. Thank you again for your collaboration in this process.

Sincerely,

(Insert Program Director name)

2. At least one week prior to the trial enrollment start date the Director will meet with the parent/guardian(s) and the child's teacher to review the documentation and complete any necessary training related to the child's special needs/medical concerns (i.e. feeding tube, administration of medication, additional observation and supervision). If applicable, training acknowledgment documents must also be completed and attached to the meeting summary.

3. After the trial enrollment, the Director will complete the Section 2: Trial Enrollment Check-In Meeting Summary document.

4. After the trial enrollment has been completed, the Director will discuss with the Executive Director and/or Owner to determine a final enrollment outcome.

5. The Director will schedule a meeting/phone call with the parent/guardian(s) to discuss the final enrollment outcome. The Executive Director may be present in this meeting when applicable. The Section 2: Director Trial Enrollment document must be completed.

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If the enrollment process is ended the following steps must be followed:

1. The Director will communicate with the parent/guardian(s) via phone call and follow up email (sent the same day, using the provided email script). The Corporate Office Personnel may assist in parent/guardian communication when applicable.

Email Script:

“Dear (insert parent/guardian(s) name),

Thank you for your patience and for speaking with me today regarding the enrollment outcome for (insert child's name). To recap our conversation, we have completed (insert child's name) individualized assessment for the purpose of determining whether we are able to meet the individual needs of the child without posing a direct threat to the health or safety of the child, other children or staff and whether enrollment would require a fundamental alteration to our program. Based on the documentation you provided and our findings from the individualized assessment it has been determined that enrollment would pose a direct threat to the health or safety of (insert child's name), other children or staff or would require a fundamental alteration to our program. Unfortunately, we are not the best fit to meet the individual needs of (insert child's name) at this time.

As an organization we want to ensure we are advocating for the best possible care for each child. We would like to refer you to the following local resource(s) that may help in finding a program that supports (insert child's name) growth and development.

(Insert local resource company name and contact information).

If you have any questions or concerns please don't hesitate to reach out. Thank you again for your collaboration in this process.

Sincerely,

(Insert Program Director name)

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Parent/guardians who completed enrollment paperwork for an unborn child must complete this procedure prior to enrollment if the child is born with special needs/medical concerns.

Parent/guardians of children with special needs/medical concerns who completed a Classroom Reservation Form far in advance to the desired start date will not complete an Individualized Assessment until 60 days prior to the start date. This will ensure all information is accurate (as a child grows their needs may fundamentally alter our program). Parent/guardians will pay the registration fee and the Program Director will document in log notes that enrollment is pending an Individualized Assessment. If the outcome of the assessment ends the enrollment process the registration fee will be refunded.

More resources on child care for Special Needs students and parents interaction can be found here:

https://nrckids.org/CFOC/Special_Needs