

## SPECIAL NEEDS PRE-SERVICE PLANNING

**POLICY:** Childcare personnel must have a signed verification form from a licensed health professional such as Physician, Nurse Practitioner, or Physician's Assistant, to provide the necessary care for the child. The childcare center will follow the Americans with Disabilities Act.

**PURPOSE:** To assure every child receives equal opportunity for the best quality care.  
To work in collaboration with health care providers, parents/legal guardians, and other professionals to meet the child's needs.  
To follow ADA laws.  
To assure that no child suffers any injury while in childcare.

### **PROCEDURE:**

Upon enrollment, if a parent/legal guardian states the child has special needs or a chronic health condition:

1. Alert the parent to the laws on special needs: [Childcare and ADA](#)
2. Begin a special needs pre-service plan with information provided by parent/legal guardian. Identify the following and determine if accommodating the child will be reasonable or impossible.
  - a. What additional care is needed in a group setting? Does the child need additional one-to-one care aside from diaper changes?
  - b. How much time is needed for the extra care?
  - c. What might limit care in a group?
  - d. What resources are available to assist with the limitation?
  - e. How do parents meet the need at home? Can it be replicated?
  - f. Does the child have medical equipment or supplies? What responsibility is expected from staff related to the equipment or supplies?
  - g. How were parents/guardians trained on the special care needed? Can staff be trained? Time and cost of re-training new staff if there is staff turnover?
  - h. How often the does child's condition change? Frequency of complications?
  - i. How often are medical emergencies anticipated?

3. Determine if the center can reasonably care for the child.
  - a. Adequate staffing?
  - b. All children will be safe and free from harm?
  - c. Special needs child will receive equal opportunity and quality care?
  - d. Are there other better alternatives for the child?
4. If special needs are discovered later, follow the same procedure as in step #1.
5. Once the decision is made to care for the child, a plan will be developed. See B-6 for a template.
6. If the child needs referrals to additional services and you are unsure where to refer them, contact your Nurse Consultant.