

Wake County Smart Start Pre-K Plan for Children with Unique Need

Step 1

- Annual meeting with Wake County Smart Start (WCSS) Pre-K Manager and Wake County Public School System (WCPSS) ChildFind Coordinator held to review previous year's referral process and update referral forms.

Step 2

- NC Pre-K Manager distributes updated referral information to administrators and asks WCSS Community Outreach and Education Department to post on WCSS website.

Step 3

- Site Administrators share information with Pre-K teachers and teaching assistants.

Step 4

- Site Administrators and classroom staff review screening and create "Watch List" of children for whom they have concerns.
- List is shared with WCSS Pre-K Outreach Assistant.

Step 5

- Site requests assistance from community agencies to support children's enrollment. Every effort will be made to maintain children's enrollment. Agencies may include: Project Enlightenment, CCSA Behavior Specialists, Lucy Daniels Center, Wake County Human Services Child Care Health Consultants and others.

Step 6

- When documentation gathered through screening, home visits, consultations with family, observations, experiences and/or ongoing assessments indicate significant concern about the child and the program's capacity to address children's need, the site administrator will work with teachers, child's family and agencies to document previous modifications, individualized strategies and recorded progress and to complete Early Childhood Behavioral Engagement and Developmental Needs Report. Program will send document to WCSS Pre-K Manager.

Step 7

- Packet including the following will be submitted to WCPSS Preschool Services (forms are available in Pre-K Manual on website):**
 - Completed Notification/Referral Form
 - Parental Permission for Release/Exchange of Confidential Information (Authorization for Release/Exchange of Confidential Information)
 - Home Language Survey
 - Copy of Brigance Screening
 - Proof of Residence (current utility bill (within 30 days - water, gas or electric) or valid lease agreement or settlement/closing statement - signature dated within two months)
 - Copy of Birth Certificate
 - Brief Summary of Observations and Concerns

Step 8

- Send copy of the submitted notification referral form to Pre-K Manager at WCSS
- Families, teachers, site administrators, case managers shall maintain continuous collaboration.

Step 9

- If efforts to develop a coordinated plan of support prove unsuccessful, WCSS Pre-K will contact WCPSS Preschool Programs and The Division of Child Development and Early Education for guidance.

Step 10

- WCPSS ChildFind Coordinator provides quarterly data on Notifications submitted by NC Pre-K centers to NC Pre-K Manager.