

**HEAD START POLICIES AND PROCEDURES
CHILD HEALTH AND DEVELOPMENTAL SERVICES**

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SUBJECT: *Brigance for Three Year Old and Brigance Preschool Screen* for four year olds

PERFORMANCE OBJECTIVE: To provide a developmental screening for each child within 45 calendar days of the child's entry into the program.

OPERATIONAL PROCEDURE:

Children entering the program as three year olds will be screened using the *Brigance for Three Year Olds*. Children entering the program as four year olds will be screened using the *Brigance Preschool Screening*. The screenings will be done within 45 calendar days of enrollment. The screenings may be done on the center's scheduled Screening Day prior to the start of class. If not, it is the responsibility of the child's teacher to make sure that the screening is done in a timely manner.

Children who do not pass the screening should be assessed using the LAP-D assessment as soon as possible. This assessment will serve as a second screening for the child. Children whose Z scores in two or more of the four domain areas fall -1.50 or more below the standard deviation will be monitored and/or referred for further evaluation.. Referral may occur after the initial or the mid year LAP-D assessment at the discretion of the Special Services Coordinator.

The date, assessor, and results of the screening will be recorded on the *Teacher Checklist*. The data will be taken from the *Teacher Checklist* and recorded in the *Child Plus* computer monitoring system.

A child may enter the program with a current developmental screening. In this case, another screening would not be needed. The Special Services Coordinator should be consulted with for guidance in this special situation.