



## Inclusion Planning Checklist: Center-Based Early Care and Education Programs

This checklist is a tool for providing collaborative services when including infants or toddlers with significant disabilities and their families in center-based early care and education programs, such as Early Head Start, child care, and family child care. The checklist provides suggestions for activities that should take place to create responsive and effective inclusive environments; it is divided into four sections: 1) Build Relationships, 2) Gather and Share Information and Resources, 3) Develop and Implement Plans, and 4) Review and Evaluate Services.

### Instructions:

Each team member should complete the checklist, identifying his or her role in the achievement of each of the activities. Team members should then consider what they need from each of the other team members to meet their responsibilities. Team members can then discuss the roles and responsibilities of each member in implementing the activities for successful inclusion.

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Task #1 Build Relationships	My Role:	What I Need from Others:
<p>a. Whenever possible, arrange to meet with all team members before the child's first visit. Get pictures of providers and exchange telephone numbers, email addresses, and other contact information.</p> <p>b. Ensure that family members feel comfortable about leaving their child in your care by establishing a trusting relationship with the family.</p> <p>c. As a team, discuss your philosophies about disability and intervention.</p> <p>d. Gather information from the family about:</p> <ul style="list-style-type: none"> <li>• The child's preferences, routines, sleeping patterns</li> <li>• Tips and techniques for soothing the child, feeding him/her, etc.</li> <li>• Their expectations of the care providers</li> <li>• Any accommodations and adaptations the family may make at home for their child</li> </ul>	<p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p>	<p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p>

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What I Need from Others:	My Role:	Task #1 Build Relationships
e.	e.	e. Determine what the family most wants for their child from your program, such as: <ul style="list-style-type: none"> <li>• Child care</li> <li>• Chances for their child to play with other children</li> <li>• Therapy to be delivered at the center</li> <li>• Respite care</li> <li>• Other: _____</li> </ul>
f.	f.	f. Obtain information releases for Part C and other providers who are working with the child and family and with whom it is appropriate to collaborate.

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Task #2 Gather and Share Information and Resources	My Role:	What I Need from Others:
<p>a. Develop a system for ongoing communication between family members and service providers.</p> <p>b. Ensure that all team members know who the main contact person is, such as the service coordinator.</p> <p>c. Make available to all team members appropriate medical and developmental information (such as that found in the Individualized Family Service Plan).</p> <p>d. Ensure that all staff and other family members are aware of strategies necessary to support the child in your early care and education environments, including outdoor settings.</p> <p>e. Openly address any insecurity that the staff may have about working with the child, and make sure that all questions from family members and staff are clearly answered on an ongoing basis.</p>	<p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p> <p>e.</p>	<p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p> <p>e.</p>

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Task #3 Develop and Implement Plans	My Role:	What I Need from Others:
<p>a. Work together on the Individualized Family Service Plan (IFSP) to develop a plan that addresses the individualized needs of the child within the context of the family; to clarify what services are to be provided and by whom; and to define when and where those services will be delivered.</p> <p>b. Identify who needs to be involved in developing the IFSP and what specific role they might play. For example, the plan might include:</p> <ul style="list-style-type: none"> <li>• The family</li> <li>• Early care and education staff:             <ul style="list-style-type: none"> <li>• Home visitor</li> <li>• Family child care provider</li> <li>• Teachers</li> <li>• Disabilities coordinator</li> <li>• Education coordinator</li> <li>• Administrator/director</li> <li>• Nutritionist</li> <li>• Cooks</li> <li>• Other: _____</li> </ul> </li> </ul>	<p>a.</p> <p>b.</p>	<p>a.</p> <p>b.</p>

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Task #3	My Role:	What I Need from Others:
<p><b>Develop and Implement Plans</b></p> <ul style="list-style-type: none"> <li>• Community partners:               <ul style="list-style-type: none"> <li>• Part C service provider</li> <li>• Early intervention home visitor</li> <li>• Public health nurse</li> <li>• Occupational therapist</li> <li>• Physical therapist</li> <li>• Speech and language pathologist</li> <li>• Health care providers, including family doctors and specialists</li> </ul> </li> <li>• Others: _____</li> <li>• Others:               <ul style="list-style-type: none"> <li>• Sunday school teachers</li> <li>• Family</li> <li>• Friends</li> </ul> </li> </ul>	<p>c.</p> <p>d.</p>	<p>c.</p> <p>d.</p>

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Task #3 Develop and Implement Plans	My Role:	What I Need from Others:
<p>e. Agree to each team member's role, determine strategies to prepare all members for their responsibilities, and support them in their role.</p>	e.	e.
<p>f. Meet as a group before and after the IFSP meeting so that everyone understands the child's IFSP outcomes, why those outcomes were selected, and what their roles are in working towards the outcomes.</p>	f.	f.
<p>g. Assure that staff have opportunities to practice new skills with supervision.</p>	g.	g.
<p>h. Assure that there is a system in place to include all staff in the flow of information among all members of the early care and education team.</p>	h.	h.
<p>i. Determine when the next IFSP meeting will be held.</p>	i.	i.

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Task #3 Develop and Implement Plans	My Role:	What I Need from Others:
<p>j. Consider any accommodations and adaptations that might be necessary. For example, you may need to obtain a locked cabinet for medicine, or an adapted chair or dish. Do what is necessary to make the needed accommodations and adaptations.</p>	<p>j.</p>	<p>j.</p>
<p>k. Make sure that the responsibilities among staff members are coordinated in order to provide all children with the appropriate level of attention. (In most cases, extra staff is not necessary, but sometimes rethinking staff responsibilities and schedules is helpful.)</p>	<p>k.</p>	<p>k.</p>
<p>l. Make sure that staff members understand the child's IFSP outcomes, the rationale behind them, and their role in working towards those outcomes.</p>	<p>l.</p>	<p>l.</p>

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Task #3 Develop and Implement Plans	My Role:	What I Need from Others:
m. Consider how the child's IFSP outcomes will be incorporated into the daily routines.	m.	m.
n. Make sure that the early care and education staff members feel supported and prepared, and that their roles with the child, family, and other providers are made clear to all parties.	n.	n.
o. Make sure that the appropriate staff members participate in the IFSP meeting at the family's invitation.	o.	o.

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Task #4 Review and Evaluate Services	My Role:	What I Need from Others:
<p>a. Maintain communication with the family and service providers, making adjustments to the plan, as needed.</p> <p>b. Engage in ongoing dialogue with the family and the early intervention partners to assure that the child's and family's changing needs are appropriately addressed.</p> <p>c. Develop a system to monitor how outcomes are addressed throughout the day and how the progress is noted.</p>	<p>a.</p> <p>b.</p> <p>c.</p>	<p>a.</p> <p>b.</p> <p>c.</p>

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What I Need from Others:	My Role:	Task #4 Review and Evaluate Services
d.	d.	<p>d. As a team, evaluate:</p> <ul style="list-style-type: none"> <li>• Adaptations and accommodations for the child</li> <li>• Staff training</li> <li>• The flow of information among all parties</li> <li>• How interagency agreements affect day-to-day practice</li> <li>• Staffing patterns and schedules</li> <li>• IFSP outcome implementation and progress</li> <li>• Staff participation in IFSP meetings and the revisions you make based on the evaluation findings</li> </ul>
e.	e.	<p>e. Develop plans to sustain services and supports when there are program or staffing changes and/or as the child or family experiences changes.</p>

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