

Early Learning Coalition of Florida's Heartland, Inc.

www.elcfh.org

Child Observation and Referral

If the provider has a concern about a child or has a child with an identified special need and would like technical assistance, please contact the assigned ECE Specialist. The Specialist will provide a consent form for the child observation. Please note the following steps:

1. The provider is given a consent form to allow the assigned ECE Specialist to observe the child. The form signed by the parent must be returned to the provider. The provider will send back the form to the ECE Specialist via fax, e-mail, postal mail or office drop box.
2. If parent refuses observation or referral, the form is still to be signed in the appropriate place (indicating refusal) and returned to the ECE Specialist.
3. When the form is received by the ECE Specialist a time will be scheduled with the provider to conduct the observation.
4. After the observation, the ECE Specialist will schedule a meeting with the teacher(s) and the director to discuss the observation and to develop an action plan to be used in the classroom. Technical Assistance will be provided for ideas and activities that can be implemented immediately.
5. The ECE Specialist will conduct a follow up observation visit and review the action plan as needed.

In the event the assessment results indicate a need for further evaluation or the parent wishes to have the child referred, the ECE Specialist will complete the referral to the appropriate partner agency: Early Steps (birth to 3) or Child Find/ FDLRS (3-5). A copy of the referral will be sent to the child's parent.



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