

ADVANCED



THERAPEUTIC CONCEPTS, INC.

Dear Parent/Guardian,

Welcome to our family of caring individuals dedicated to help each and every child we service. At Advanced Therapeutic Concepts, we are committed to providing top rate assessments as we assist all parents through this seemingly confusing process.

The following is a list of questions often asked.

What should I expect during the evaluation process?

Who is eligible to receive preschool special education services?

Where are the evaluations and services provided?

When can I expect services to start?

How do I, as a parent, play a role in my child's evaluation process?

Please take the time to carefully review the following information and feel free to call us with any questions.

Sincerely,

Blimi Lobl

Director

***What* should I expect during the evaluation process?**

The evaluation process includes the following parts:

I The Evaluations:

In accordance with the NYS Dept. Of Education regulations, all children must receive the following evaluations regardless of reason of referral. Your signature is needed on the consent form enclosed in order to begin any evaluation.

- A Psychological Evaluation
- A Classroom observation for all children attending school. *This observation is usually conducted by a special educator who will also perform an educational evaluation.*
- A Special Education Evaluation.
- A Social History.

Additional evaluations are conducted according to your child's needs. They may include:

- A Speech/Language Evaluation
- Occupational Therapy Evaluation

This evaluation is done when there is concern regarding a child's fine motor development, sensory development, and adaptive functioning.

- Physical Therapy Evaluation

This evaluation is done when there is concern regarding a child's gross motor development.

An ATC representative will review all the evaluations and contact you to discuss the results. All information is confidential ensuring privacy and respect for your family and child. A copy of the packet will then be sent to you and to the school district

II Individual Education Plan Meeting

While our experienced evaluators may make a suggestion for services, only an administrator from the Dept. of Education can make that recommendation and give approval for it. This decision is determined at the IEP Meeting. The following people are invited to attend this meeting:

- The CPSE chairperson
- Parent(s) or guardian
- Parent-Member (provided by the Dept. of Education).

- ATC representative
- A classroom teacher, school representative, therapist, or any other person the parent may wish to invite.

It is strongly recommended that a parent attend the CPSE meeting. No one can serve as a better advocate for their child than a loving mother, father, or guardian. Please show the school district that you truly care and are concerned by making the effort to attend.

At the beginning of the IEP meeting, the CPSE chairperson will ask the parent to describe their child and relate their concerns. They may also call the child's classroom teacher to discuss his/her classroom functioning. Please let your child's teacher know of the date of the meeting and make sure they understand the presenting concerns! The assessments are reviewed and the CPSE chairperson determines if the child is eligible for services. An Individual Education Plan is then put in writing.

Who is eligible to receive special education services?

Through the NYS Department of Education, most preschool children with disabilities can receive special services *in their regular school environment*.

Approval needs:

- A 33% delay in one area of function
or
- A 25% delay in two or more areas
Or
- A 12 month delay in one area of function

Services can include:

Special Education

Speech and Language Therapy

Occupational Therapy

Physical Therapy

Play Therapy

All evaluations and subsequent services are funded by municipalities and the State and are at no cost to the parent.

Where are the evaluations and services provided?

Evaluations can be done at your child's home, school, or at our location. If your child attends a preschool, it is necessary for at least one of the evaluations to be done at school. Remember, this program is funded by the State Education Department and therefore your child's classroom functioning is of utmost importance to them.

Services can also be provided at your child's home or school. However, please note that it is usually very difficult to find a therapist to come to the home to service preschoolers. In addition, since the Dept. of Education is primarily concerned with the child's functioning, they prefer to have the services done in your child's regular *educational* environment.

When can I expect services to start?

State regulations allow 30 business days from the date of the referral to the date of the meeting. While we try our utmost to ensure prompt and smooth evaluations, the date and time of this meeting is determined by the School District.

After approval at the CPSE meeting, services will begin when a provider is located. Parents are encouraged to find out if any providers are already servicing their child's school and give this information over at the meeting.

How do I as a parent, play a role in my child's evaluations?

Parental participation is of utmost importance. Our goal at ATC is to create a family of dedicated individuals to help each and every child. ***The parent remains a critical part of this team.*** In addition, current HIPPA and privacy laws prevent us from securing certain necessary documents. Remember, according to School district regulations all be assessments and information must be acquired within 30 business days. Please read the following parental obligations carefully and feel free to call us with any questions.

- 1) **MEDICAL:** The school district requires submission of a completed and current medical form. The IEP Meeting will NOT take place unless there is a medical form included with the assessment package or your child's case will have to be closed. Therefore, the form should be given to your child's pediatrician AS SOON AS POSSIBLE. Please note: The medical form provided is usually the same form that is required for your child's preschool. If the school form was completed within the calendar year, your pediatrician/school may fax or duplicate their copy and send it to us.

- 2) **OT/PT PRESCRIPTION:** If your child's evaluations include an occupational or physical evaluation, a prescription for these services must be attained from the child's pediatrician. Please get this prescription as soon as possible.

- 3) **IEP MEETING:** As mentioned above, no one can serve as a better advocate for their child than their own mother, father, or guardian. While some districts allow a telephone conference, we urge all our parents to make the effort to attend this meeting. Oftentimes a parent's presence and/or additional information can "turn the tide" towards approval.

- 4) **BIRTH CERTIFICATE:** In certain cases, you may be asked to forward a copy of your child's birth certificate. Parents will be notified if this document is necessary.