

AGES 0-5

ALIEF MONTESSORI COMMUNITY SCHOOL

CDN: 101815

Template update May 2020

Legal Framework: AGES 0-5

[Related Resources](#)

Broad Category: CHILD FIND

POLICIES AND PROCEDURES

All children are included in this charter school's Child Find Procedures. All district staff and administrators receive annual training during the beginning of each school year which addresses Child Find and procedures for referral of students for special education evaluation. Parents are informed of our procedures through public advertisement. Brochures are dispersed yearly in our school's common area in accordance with TEA. Community outreach is conducted on an annual basis in efforts to educate parents.

Any parent has the option of completing an enrollment application to our charter school at any time in the grades according to its approved charter and below the cap on the total number of students it may serve. Charter schools are responsible for Child Find for students enrolled in the school. (See Child Find Duties for specific details.)

STAFF RESPONSIBLE:

Local ECI Contractor: HCDE HEAD START OFFICES, 6300 Irvington Blvd., 713-672-9343

District Level: Special Education Director

Campus Level: Campus Administration

TIMELINES FOR Ages 0-5 ACTIVITIES:

- FIIEs
- Public outreach
- Staff training
- Information sessions for families

EVIDENCE OF PRACTICE:

- Forms and checklists used to prepare ECI transition plans
- Training artifacts (presentation handouts, sign-in sheets, etc.)
- Public Notices