

Girls Club of Greenfield
Valley Play School
35 Pierce Street
Greenfield, MA 01301
(413) 774-7407

REFERRAL POLICY

The following plan describes the procedures for referring parents/guardians to appropriate social, mental health, medical services for their child(ren) should the center staff feel that such additional services would benefit the child(ren). This plan includes referring parents to the appropriate administrator of special education and the center maintaining ongoing communication with support services to facilitate collaboration and coordination of services.

1. A teacher with a concern regarding a child consults with the Lead Teacher and the Site Director.
2. The Lead Teacher and Site Director observe and document the concern.
3. The Site Director will determine whether further action needs to be taken.
4. The Site Director notifies the parent/guardian to arrange a conference. At the conference, the agency's concerns are discussed, an individualized plan is created and resource information is given to the parent/guardian.
5. We shall provide an individualized plan to the parent/guardian including the reason for recommending a referral for additional services, a brief summary of the center's observations related to the referral and any efforts the center may have made to accommodate the child's needs.
6. We shall offer assistance to the child's parent/guardian in making the referral. We shall have written parental consent which will allow collaboration and coordination of services, and will include a written confirmation of confidentiality.
7. We shall follow up, with parent/guardian(s) permission, by contacting the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs at the center. If it is determined that the child is not in need of additional services, or is ineligible to receive services, the center shall determine if additional steps are necessary.
8. The Site Director is responsible for documenting in the child's individual file, concerns and action taken on behalf of the child and obtaining the necessary parent/guardian consent.
9. The Site Director is responsible for the follow up conducted with the child(ren)'s parent, agency, service provider and additional steps if necessary.