

## Early Childhood Services LST Responsibilities

- Visit programs regularly to communicate and problem solve with staff regarding children of concern
- Get to know children with identified needs or concern in the programs
- Communicate with parents of children who are PUF re child progress, to encourage FOPs attendance and get transportation grants signed
- Seek out materials and resources to help support programming of students with identified needs
- Support parents and teachers in the referral process for further assessment (Horizon, Children's Allied Health etc)
- Maintain student files
- Complete formal observations and write letters to physicians, as needed
- Communicate regularly with SLP
- Support Kindergarten teacher with creation of ELP
- Create ELPs for Early Learning in collaboration with Instructor and SLP
- Set ELP implementation, review and year end meetings, inviting all stakeholders
- Lead ELP meetings and complete meeting documentation
- Update ELPs following meetings
- Complete Educational Environment Impact Statement for each child with a PUF designation prior to October 15
- Complete ELL Benchmarks for Early Learning in collaboration with Instructors
- Refer to Year End checklist