

SPECIAL EDUCATION EVALUATION PROCESS
BROWNSBURG EARLY CHILDHOOD CENTER (BECC)

111 Eastern Ave., Brownsburg, IN 46112 Phone: 317-852-1046 Fax: 317-852-1048
 Preschool Coordinator: Emily Zeto– 317-852-1046 ext. 2020 ezeto@brownsburg.k12.in.us

<p align="center">Paperwork</p> <ul style="list-style-type: none"> • Parent enrolls child as a student with an IEP https://www.brownsburg.k12.in.us/Enrollment also upload or bring to school: copy of birth certificate, immunization record, proof of residency & custody papers, if applicable • Permission to evaluate will be sent for you to sign and return at your earliest convenience • Packet of information will be sent which needs to be completed by parent including Social & Developmental History, rating scales for therapist use, Medicaid form, etc. • Paperwork can either be mailed to BECC, dropped off to the office, or emailed to the above address prior to the scheduled evaluation. 	<p align="center">Evaluation</p> <ul style="list-style-type: none"> • Will take place at BECC in a community classroom or as a walk in appointment • This is based on student need and areas of concern • Evaluation team could include any of the following members: teacher, speech therapist, occupational therapist, physical therapist and/or school therapist • Evaluation will determine need for special education services <p>Please note: If your child is attending for a preschool session, a snack & drink will be provided for your child during the evaluation. Additional snacks or drinks are not necessary.</p>
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<p align="center">Evaluation Report</p> <ul style="list-style-type: none"> • An evaluation report will be sent a week prior to your child’s case conference • Please ensure that an updated email address is provided in order to expedite getting the report sent your way • The report summarizes the school’s observations and assessments made during the evaluation 	<p align="center">Case Conference</p> <ul style="list-style-type: none"> • Will take place at BECC in a conference room • Will occur 2-3 weeks after your child’s evaluation • Will give opportunity to discuss the evaluation report and overall findings • Team will discuss if your child meets eligibility criteria as a child who requires special education services and what plans best fits their needs (see below) • Your child and siblings are welcome to attend, but they are not required to be there
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Service Options that will be considered:

<p align="center">Direct Only Services</p> <ul style="list-style-type: none"> • Weekly appointments • Direct therapy based on your child’s needs • 1:1 or small group setting 	<p align="center">Community Classroom Program</p> <ul style="list-style-type: none"> • General education setting • Maximum class size of 18 • 1 licensed and 1 support staff • Therapy services are integrated into classroom • Activities are based on the Indiana Early Learning Foundations • Curriculum includes Handwriting without Tears, Everyday Math and We Thinkers Social Emotional curriculum • 5 half-days per week based on student need 	<p align="center">Developmental Preschool Program</p> <ul style="list-style-type: none"> • Class size 8-14 students • 1 licensed & 1-2 support staff • Therapy services are integrated and more intensive to address communication, fine motor, gross motor, and sensory concerns based on student need • Activities are based on Indiana Early Learning Foundations and individual student goals • 5 half-days per week
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Classroom Program Session Hours

AM: 8:45 – 11:35 am (Wednesday only- 8:50 – 11:20am) PM: 12:50 – 3:40 pm (Wednesday only) – 12:35 – 3:10 pm