Please note: Some revisions have been made.

**CHECKLIST FOR A SUCCESSFUL PRESCHOOL SCREENING PROJECT**

**PERSONNEL REQUIRED:**

1. Local Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Receptionist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Local Aide or Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

✔ (check when completed)

\_\_\_1. Secure names of preschool children (past screenings, school newsletter).

\_\_\_2. Contact your county nurse or local nurse to conduct vision screen. This should be done immediately to avoid scheduling conflicts. Provide them the times, dates, and numbers.

\_\_\_3. Please place news media release in local newspaper announcing Child Find Project. (3-4 weeks in advance, sample included in your packet.) -**Use Form A.**

\_\_\_4. Send letters and pre-registration information to parents/guardians of preschool children. (2-3 weeks in advance.) **-Use Form B & C.**

\_\_\_5. Follow-up phone calls on non-replies. (1-2 weeks prior to screening.)

\_\_\_6. Arrange a timed schedule of children to be screened, using the appointment form. If possible, try to schedule younger children in the A.M. Also, limit appointments to 27 children per day. **-Use Form D.**

\_\_\_7. Send appointment letters to parents/guardians notifying them of the date, time of screening, and general information. (4-5 days prior to the screening.) **-Use Form E.**

\_\_\_8. When the child arrives place a name tag on the child. (First name, last name and chronological age.) Move the child to the play area. Provide non-distracting toys such as puzzles, books, and dolls.

\_\_\_9. Please give each parent a copy of **Form H**, which explains the screening process.

\_\_\_10. The child moves from station to station with the parent waiting in the observation area -if the child will not leave the parent-have the parent accompany the child.

\_\_\_11. Elementary Principals/Coordinators send follow-up letters to all parents of children who have satisfactorily completed the screening. **-Use Form J.** Please contact Early Childhood Teachers to complete this form.

\_\_\_12. Cooperative Early Childhood Teacher contacts parents of preschool children who are in need of follow-up evaluation to arrange a time and date for testing.

**\*SPECIAL NOTE:**

Preschool children currently enrolled in the Cornbelt Educational Cooperative’s preschool program who are scheduled to enter Kindergarten in the fall and are in need of continued special educational services will be referred to the Elementary Principal (for placement recommendations).