

Dear Director/Owner,

We are excited to partner with you and your team to support \_\_\_\_\_'s development.

The Infant & Toddler Connection of Virginia provides services to support families and caregivers of infants and toddlers from birth up to 3 years of age who are not developing as expected or who have a medical condition that can delay typical development.

By partnering with you and your staff to identify and implement strategies to support the child's ongoing development, we are working together to improve his or her skills and ability to participate in his or her daily routines and activities in the child care setting. Early intervention is most effective when the service provider:

- works directly within the classroom
- works cooperatively with the child's teacher(s) and the child, and
- joins the daily routines and activities during which the child is learning alongside his or her peers.

That way, the service provider and teacher can collaborate and practice using intervention strategies together with the child so the teacher knows how to use the same strategies between visits. The service provider will do his or her best to support the teacher's important role in the child's life.

Attached you will find a package of resources to help you and your staff know what to expect from the partnership with early intervention. Please review this information and let me know if there are any additional ways I can help.

I look forward to collaborating with your team.

Thank you,

Early Intervention Team Member

# Your Role in Partnering with the Early Intervention Service Provider



## DID YOU KNOW?

**ANYONE** can refer a child to EI – the parent, YOU, a physician, etc.



Concern



Talk to the Family about EI



Make a Referral to your local Infant & Toddler Connection program

After referral, a child's development is assessed. If eligible, an Individualized Family Service Plan (IFSP) is written. Depending on the goals in the IFSP, a child may receive developmental services, physical therapy, occupational therapy, speech therapy, and/or other services. All children also have a service coordinator. EI services are provided in homes and other places where children and families spend time – including the childcare setting.



**GOAL** – The EI service provider will work with **YOU** as a caregiver! That way, you learn how to use intervention strategies with the child during and between visits. As one of the child's caregivers, **YOU** are a valuable member of the EI team!

Early Intervention (EI) is a program that's designed to help parents and other caregivers, like YOU, support the learning and development of infants and toddlers with delays or disabilities during everyday activities.





# What to Expect during an Early Intervention Visit in a Child Care Setting

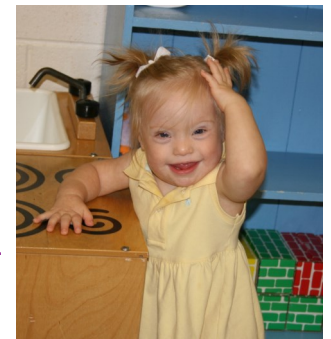
*Early Intervention providers use coaching during visits to partner with caregivers during interactions with children that support learning and development.*

- At the beginning of the visit, you and the EI provider will talk about the child's progress and what you tried with the child since the last visit - what did and didn't work. Be sure to tell the EI provider about anything new since the last visit. Talk about what you want to focus on during today's visit.



- The EI provider will join in what you and the child are already doing when he/she arrives. The EI provider will observe how you, the child, and other children in the environment play and interact during regular routines and activities. You and the provider will work together as partners while using intervention strategies with the child during the visit. Your input about strategies is very important.

- Together, you and the EI provider will practice new ways to help the child meet his/her goals and talk about how to include intervention strategies in your daily routines. Between visits, you can use the strategies you came up with together to build on what you are already doing with the child.



- You and the EI provider will discuss the activities and strategies practiced during the visit – what went well, what didn't go well, and what you can do next time. You will work together to develop strategies that fit into your day.

- You and the EI provider will share information and feedback to help you figure out which strategies will best help the child meet his/her goals. Let the EI provider know what you need and what you think the child needs in order to be successful in the group setting.



- At the end of the visit, you and the EI provider will create a plan for what you want to try with the child between visits. You will also schedule your next visit, which could occur during a challenging routine or activity or one that offers a positive learning opportunity. At pick-up time, be sure to let the child's parents know how the visit went and share the plan with them.



Dear Child Care Provider:

The Infant & Toddler Connection of Virginia provides early intervention services to infants and toddlers from birth up to 3 years of age who are not developing as expected or who have a medical condition that can delay typical development. Early intervention services take place where all children typically spend their days and involve parents and caregivers who regularly interact with the child. Our work supports parents and caregivers as they support the child's ongoing development throughout their daily routines.

You have been given this questionnaire because (child's name)\_\_\_\_\_ has been referred to the Infant & Toddler Connection due to concerns related to\_\_\_\_. Recognizing you are a key person in this child's day, please take a moment to share your knowledge about your time together so that we can all work collaboratively moving forward.

### 1. Routines

Routine	Rating	Observations: If you chose <i>Sometimes Challenging</i> or <i>Tough</i> , please share what happens during these routines.
Sleeping	<input type="checkbox"/> Easy <input type="checkbox"/> Sometimes challenging <input type="checkbox"/> Tough	
Meals/Snacks	<input type="checkbox"/> Easy <input type="checkbox"/> Sometimes challenging <input type="checkbox"/> Tough	
Transitions (remember to consider arrival and pick-up times here as well)	<input type="checkbox"/> Easy <input type="checkbox"/> Sometimes challenging <input type="checkbox"/> Tough	
Outside Play	<input type="checkbox"/> Easy <input type="checkbox"/> Sometimes challenging <input type="checkbox"/> Tough	
Circle Time	<input type="checkbox"/> Easy <input type="checkbox"/> Sometimes challenging <input type="checkbox"/> Tough	
Free Play	<input type="checkbox"/> Easy <input type="checkbox"/> Sometimes challenging <input type="checkbox"/> Tough	
Other:	<input type="checkbox"/> Easy <input type="checkbox"/> Sometimes challenging <input type="checkbox"/> Tough	

**2. Peer Interactions:**

Strengths	Challenges
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**3. Adult Interactions:**

Strengths	Challenges
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**4. Are there any other comments you feel it would be helpful for the team to know about this child?**

Thank you so much for your response. Please return this form to the child's parent(s) when you have completed it.

Child Care Provider's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Service Coordinator's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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*A special thanks to the Infant & Toddler Connection of Fairfax-Falls Church who created the original version of this information form.*

## Early Intervention Visit Summary

Child's Name: \_\_\_\_\_ Teacher's Name: \_\_\_\_\_

Today's Date/Time: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

EI Service Provider's Name: \_\_\_\_\_

Date/Time of Next Visit: \_\_\_\_\_

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### UPDATES SINCE THE LAST VISIT

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### GOALS ADDRESSED TODAY AND HOW WE COLLABORATED

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### FOLLOW-UP ACTIVITIES TO TRY BETWEEN VISITS

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### PLANS FOR NEXT TIME

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School of Education  
Partnership for People  
with Disabilities



Virginia Department of  
Behavioral Health &  
Developmental Services

# Early Intervention Communication Log

Early intervention (EI) service providers, child care staff, and parents can use this form to document communication related to a child's EI services, developmental progress, questions, and other important updates.

Child's Name: \_\_\_\_\_

<p>Date/Time: _____</p> <p>Name: _____</p> <p>Role: _____</p>	<p>Reason for Contact: _____</p> <p>Notes:</p> <p>Response (from parent, child care provider, EI provider, etc.):</p>
<p>Date/Time: _____</p> <p>Name: _____</p> <p>Role: _____</p>	<p>Reason for Contact: _____</p> <p>Notes:</p> <p>Response (from parent, child care provider, EI provider, etc.):</p>

<b>Date/Time:</b> _____  <b>Name:</b> _____  <b>Role:</b> _____	<b>Reason for Contact:</b> _____
	<b>Notes:</b>
	<b>Response (from parent, child care provider, EI provider, etc.):</b>
<b>Date/Time:</b> _____  <b>Name:</b> _____  <b>Role:</b> _____	<b>Reason for Contact:</b> _____
	<b>Notes:</b>
	<b>Response (from parent, child care provider, EI provider, etc.):</b>



## Resources

### For Information about Early Intervention:

[Infant & Toddler Connection of Virginia](#) - Visit the state website to learn more about Virginia's early intervention services.

[Video - What is Early Intervention in Virginia?](#) – Watch this 8:45 min video to learn about what early intervention is, what it looks like, and why it works.

[Early Intervention: What It Is and Why It Works](#) (VA Early Intervention Professional Development Center) – This page hosts resources to help others understand early intervention services for families of children ages birth to 36 months who have developmental delays and/or disabilities.

### For Information about How Child Care Providers and Early Intervention Providers Can Work Together:

[Early Intervention Services and Child Care....Natural Partners in Natural Environments](#) - This video from Illinois discusses and shows the many benefits for supporting early intervention services for children in their child care setting. Early intervention providers, child care providers and families share their experiences of how this partnership benefits everyone involved.

### For Information about Child Development:

[CDC Learn the Signs. Act Early Campaign](#) - Visit this site for free child development materials.

[Child Development Module](#) (VA Early Intervention Professional Development Center) - This course will explore child development from birth to age three. Professionals who work with young children and their families must have a foundational knowledge of child development from birth to three years. Specifically, the course content covers the following ages: birth to 3 months, 4 to 7 months, 8 to 12 months, 13 to 17 months, 18 to 24 months, and 24 to 36 months. This course is comprised of 8 chapters. Chapter lengths vary, averaging 15 minutes each. The entire course takes approximately 2 hours.