At What Age Is Eligibility?
Children who turn three between January 1st and June 30th are first eligible for preschool special education services on January 2nd of the year they turn three. Children who turn three between July 1st and December 31st are first eligible for preschool special education services on July 1st of the year they turn three.

How To Begin?
When a parent, provider, day care or pediatrician is concerned about a preschool child’s development, they will communicate with one another and then the parent would start the CPSE process with their resident school district. The parent must schedule an appointment to register the student in PWUFSD at (516) 767-5470. Registration forms may be found online at www.portnet.org

Once the student is registered, the parent can come to Admin Annex PPS office, 90 Avenue C and pick up a CPSE Evaluation Packet. The packet includes an explanation of the parent’s due process rights, a list of Nassau County approved evaluation sites, medical prescription form (to be completed by the pediatrician), social history form, Home Language Survey, release of information, Medicaid form and a daycare/preschool indicator form. Once the packet is completed, the parent will make an intake appointment and meet with the CPSE Chairperson and review informed consent, the evaluation process and sign consent.

Timeline

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<th>Register in the school district</th>
<th>Pick up CPSE packet and complete all forms</th>
<th>Attend the Intake Meeting with the CPSE Adm./sign consent</th>
<th>Evaluations are scheduled/completed</th>
<th>CPSE Initial Mtg. IEP developed if student is classified</th>
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<td>Day 1 (signed consent)</td>
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<td>Day 45-60</td>
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Due Process
Federal and New York State law guarantee that parents of children who are receiving or being evaluated for special education services have legal rights. These due process rights are included in the packet of information from the CPSE. They will be explained in more detail before you sign consent to have your child evaluated for the first time. The evaluation process is associated with a timeline that is initiated on the date of consent. The entire CPSE evaluation to IEP recommendation process must be completed within 60 calendar days.
What Is The Evaluation Process?
As a parent, it is your responsibility to select an evaluation site from the Nassau County list in the packet. The CPSE administrator can offer assistance in this decision. The consent for evaluation form will be presented at the CPSE intake meeting. After the process has been explained and your child’s development discussed, you may choose to sign the consent form. You may withdraw your consent for evaluation, in writing, at any point during the evaluation process, before the Individualized Education Plan (IEP) is developed. During the first intake meeting, you will be asked questions to determine if your child’s evaluation needs to be conducted in a language(s) other than English.

Your child’s core evaluation will consist of a social history interview, a psychological evaluation, a medical (completed by your pediatrician) and an observation (classroom or behavioral). Other evaluations may be performed, if needed, to determine if your child has an educational disability. Examples of additional evaluations include, but are not limited to, speech and language, occupational therapy, physical therapy or an educational. If your child’s behavior interferes with learning, you may request a Functional Behavioral Assessment (FBA). You may also submit any private evaluations of your child. Once the evaluations are completed, the evaluations will be forwarded by the evaluation site to the CPSE administrator and the parent simultaneously. Bilingual evaluations may be translated when required.

The CPSE will review the material and schedule a CPSE initial meeting, within 30-45 calendar days, to identify whether the student meets criteria for classification of a Preschooler with a Disability. The parent receives notification of the meeting date, time and participants via U.S. mail two weeks prior to the date of the meeting. Additionally, prior to the meeting date, the evaluation agency may review the results of the evaluations with you.

What Happens At The Committee On Preschool Special Education (CPSE) Initial Meeting?
At the CPSE meeting, it will be determined, based on the results of the evaluation, what, if any services your child is eligible to receive. Present at this meeting with you are the required members of the CPSE team: a general education teacher (which may be your child’s current preschool/daycare teacher), a special education or speech teacher from PWUFSD, CPSE administrator, representative from the evaluation agency and a Nassau County representative. A CPSE Parent Member (a local parent of another child who is receiving special education services, approved by the BOE) can also attend the meeting if you request their attendance. You may also bring other individuals with you (i.e. a friend, a family member, an advocate, a medical professional or a private provider). If your child currently receives Early Intervention services, the Early Intervention ongoing service coordinator will be invited to the meeting.

The evaluations will be reviewed to determine if your child meets the eligibility criteria that have been established by the New York State Education Department (NYSED). If your child does not meet the eligibility criteria, an IEP will not be developed. Parents may seek private services or services through personal health insurance. If your child is deemed eligible to receive preschool special education
services he/she will be classified as a *Preschool Child with a Disability* and an IEP will be developed. The IEP will be reviewed during the meeting and will include long and short term goals and objectives, recommended preschool special education services, and adaptive equipment if needed. In the case of a recommended special school, if transportation is required, it must be discussed and documented on the IEP.

The meeting will include a discussion about how your child’s needs may be met in the least restrictive environment (LRE). A recommendation will be made for preschool special education services based on the State Educations service models.

*Continuum Of Services For Preschool Children With Disabilities:*
The level of service that appropriately meets your child’s special education needs will be discussed during the IEP meeting. Following is a brief description of the options that are currently available in New York State; they are listed in order of what is considered the least restrictive to the most restrictive environments:

*Related Services (RS)* are services provided by an appropriately certified or licensed professional. Examples include, but are not limited to, speech therapy (ST), physical therapy (PT), occupational therapy (OT), counseling services, parent counseling and training, vision and hearing services. If two or more related services are recommended, the CPSE administrator will designate one of the related service providers as the coordinator. Services may be provided at a location, but not limited to, an approved or licensed pre-kindergarten, Head Start, childcare location, therapist’s office or your home.

*Special Education Itinerant Services (SEIS)* services are a certified special education teacher through a Nassau County contracted provider. The SEIS may travel to the classified student’s preschool, daycare or home, for special circumstances, to provide indirect, direct or a combined service. If there are additional related services also recommended then the SEIS is the coordinator of services. SEIS services must be provided at a minimum of two hours per week.

*Special Class in an Integrated Setting (SCIS)* is provided by a SED approved preschool special education program and includes both children with and without disabilities. The classroom staff includes at least one special education teacher and one paraprofessional. Each child in this type of program receives services for a minimum of 2 ½ hours per day. Children approved for a special class in an integrated setting may also receive related services as part of their program. The program may be recommended for the half day or full day. Transportation (if parent is unable to transport) to/from the program or mileage reimbursement may be provided at Nassau County expense.

*Special Class (SC)* is provided by a SED approved preschool special education program. All of the children in this type of class are classified as preschool children with disabilities. Each child in this program receives services at least 2 ½ hours per day. Children approved for a special class may also receive related services as part of the program to be provided during the student’s school day. The program may be recommended for the half day or full day.
How Are Services Provided?
At the CPSE meeting, all attendees will be asked to sign an attendance form. A signed consent form will be requested at the conclusion of the CPSE meeting, indicating an agreement with the CPSE recommendations. The CPSE administrator can then authorize the preschool special education services to begin with a specific start date, barring any additional information required. In the event a student is recommended for a special class (SC) or integrated program (SCIS), the CPSE will apply to appropriate schools and reconvene once the student is accepted. All programs, SEIS and related service providers are chosen by the parent from a Nassau County contracted provider list. The list is presented to the parent at the CPSE initial meeting once the student is approved with an IEP. Once a parent chooses the provider, the PPS office must be notified by the parent in order to add the provider to the student’s IEP. The provider may initiate services on the designated start date once the provider is in receipt of the student’s finalized IEP. A parent may not choose a private provider to deliver CPSE services.

When Is the IEP reviewed? How Do I Receive Progress?
A student’s IEP is reviewed at least once annually in the spring of each school year, September to June (annual review). A parent may request a CPSE meeting at any time during the school year by contacting the CPSE chairperson. Progress reports, based on the student’s IEP goals, are sent directly from the provider agency or school quarterly. Updated assessments may be requested during the year to identify additional areas of disability, progress or need for declassification. All students are recommended for a 10 month school year. Extended school year services (6 additional weeks over July and August), which are reviewed at the student’s annual review meeting are identified by the student’s current providers, through a data collection process identifying the regression of skills.

Foster Care and Custody
Unless their rights have been terminated, surrendered or limited, a child’s birth or adoptive parents have sole authority to make special education decisions for their child. When a child is in foster care and the child’s birth parent cannot be located after reasonable efforts, there must be an appointed surrogate for the child to make decisions about the child. The child’s foster parent(s) may serve as the surrogate in this case. When the birth parents rights have been terminated, surrendered or limited, the child’s foster parent(s) can sign consent for the child. If questions arise about who can sign consent for a child in foster care, the CPSE administrator will contact the child’s foster care agency case worker to determine the status of the parents’ rights. In the event of legal and/or physical custody of a child; legal documentation indicating assigned parental rights may be requested by the CPSE administrator to determine the responsible party to make legal decisions about the student.

Resources
PWUFSD Office of Pupil Personnel Services (516) 767-4900
Nassau County Department of Health/CPSE (516) 227-8673
Servisair (contracted bus company for CPSE special school transportation) (516) 433-4500
Port Washington Special Education Parent/Teacher Association (SEPTA)
portsepta@aol.com Twitter: @portsepta Facebook: www.facebook.com/portsepta
Early Childhood Direction Center- Long Island (ECDC) (516) 413-8229