

**Center for Early Education and Care
University of Massachusetts/ Amherst
Special Care Plan**

The Special Care Plan is developed by CEEC and the child's parents in consultation with health and/or special education service providers who are involved with the child's care. The form documents information about the needs of the child and the plan for accommodations to be made by CEEC in order for the child to participate in the program. (Please include a copy of any previous developmental assessments and/or pertinent medical evaluations to this form.)

Child & Family Information

Child's Name: _____ Language Spoken: __English __Other: _____

Birth Date: Month _____ Day _____ Year _____ Sex: __M __F

Date of Enrollment: _____ Enrollment Schedule (days and times) _____

Child's Home Address: _____
Street City State Zip

Parent/Guardian Name: _____

Daytime Phone: _____ Work Address: _____

Parent/Guardian Name: _____

Daytime Phone: _____ Work Address: _____

CEEC Information

CEEC Liaison: _____ Phone: _____
(Director / Assistant Director)

Classroom and Teacher: _____ Phone: _____

Primary Case Manager Information

Primary Case Manager: _____ Phone: _____
(usually the Physician or Case Manager)

Address: _____
Street City State Zip

Special Care Needs

To be completed by Parent and/or Primary Case Manager. Use additional paper and attach documents as needed.

1. Describe the child's special need or medical condition.
(Please attach Early Intervention or IEP assessment, goals, and activity plans if applicable.)

2. Describe the child's present functional level and skills:

3. What emergency or unusual episode might arise while the child is in child care? How should the situation be handled?
 - a. What support will be called? (Children requiring emergency medical attention are transported to Cooley Dickinson Hospital Emergency Room by University Emergency Response Services.)

 - b. What should emergency medical support provide?

4. Accommodations the program will need to provide for the child:
 - a. Are special emergency and/or medical procedures required? If so, what procedures are required?

 - b. What special material/equipment is needed for this care?

 - c. What special training, if any, must staff have to provide this care?

 - d. Are there particular instructions for sleeping, toileting, diapering, or feeding?

 - e. Other accommodations?

5. Other specialist working with the child (e.g. occupational therapist, speech therapist, physical therapist)

Staff Training

Staff caring for this child must have appropriate training for administering the medications outlined above and will be advised by instruction provided in this plan of any special supervision needs. Training to address the child's specific medical condition, medication, and treatment needed will be provided by:

- the child's health care provider
- the child's parent, with written consent of the health care provider _____
- the program's health care consultant (provider initials here)

Associated Costs

In the event that additional costs are incurred (i.e. for care beyond what is already provided for in the basic program) who is responsible for paying those expenses?

Costs incurred for equipment, supplies, or medical services necessary to provide emergency care for this child are the responsibility of the child's parent. Note - costs may include, but would not be limited to:

- a) staff training related to the care of this child,
- b) additional staff or additional staff time required to care for this child,
- c) additional equipment, supplies, or other facilities to care for this child.

To Be Read By All Signers:

In offering appropriate care for this child, the Center for Early Education and Care will be assured of contacting the parent(s) and/or doctor promptly. In agreeing to this plan, the parent/guardian agrees to keep all contact information current and to advise others whose assistance may be needed for CEEC to reach the parent in an emergency of the importance of this assistance.

Center for Early Education and Care is not a medical facility and cannot guarantee constant surveillance of the child. However, staff caring for the child will have appropriate training for administering the medications outlined above and will be advised of special supervision needs.

The parent agrees to have the child's allergy information posted in the classroom for staff reference and prevention of contact with the allergen.

The parent is responsible to provide medications needed as outlined above. An annual update of the child's allergic condition and treatment is required. This will require a new Special Care Plan and Authorization of Medication forms to be completed.

There will be a periodic assessment (usually every 6 months) of the child's participation in the program. The Special Care Plan will also be evaluated. At any time when special care arrangements are canceled, the child will be enrolled with the understanding that s/he can receive the same care as any other child in the program.

I understand and agree to comply with the Special Care Plan outlined above.

Parent/Guardian _____ Date _____

Primary Care Physician _____ Date _____

Center Director _____ Date _____

