



Getting Started

Facilitator's Planning Worksheet



**2 hours,
35 minutes total**

Getting Started

Learning Outcomes

- ◆ *Participants will discuss strategies and best practices for taking the first steps to include a child with a significant disability in early care and education programs.*
- ◆ *Participants will use an Inclusion Planning Checklist, designed to help early care and education programs:*
 - ◆ *Think through the unique issues that may be involved in serving an infant or toddler with a significant disability*
 - ◆ *Assure that all the necessary systems are in place*
 - ◆ *Continually evaluate and modify the original inclusion plan*

Agenda	Length	Facilitator
Introduction and Overview	5 minutes	
Agree on Ground Rules	5–10 minutes	
Including Infants and Toddlers with Significant Disabilities	50 minutes	
Lecturette	<i>5 minutes</i>	
Large-Group Discussion	<i>10 minutes</i>	
View DVD: <i>Getting Started</i>	<i>25 minutes</i>	
Large-Group Discussion	<i>10 minutes</i>	

Icon Key



Chart



Note



Handouts



DVD



Key Point

Agenda	Length	Facilitator
Using an Inclusion Planning Checklist	1 hour, 15 minutes	
Lecturette: Introducing the Inclusion Planning Checklist	<i>15 minutes</i>	
View DVD: <i>Getting Started</i>	<i>25 minutes</i>	
Large-Group Discussion	<i>5 minutes</i>	
Small-Group Activity	<i>15 minutes</i>	
Large-Group Share-Back	<i>15 minutes</i>	
Wrap-up	5 minutes	
Reflections/Continuous Improvement	10 minutes	

Facilitator Team

 Name/Family Voice

 Name/Early Care and Education Voice

 Name/Early Intervention Voice

Presentation

 Date/Time

 Location

 # of Participants

What you will need:**Equipment:**

- LCD/DVD/Monitor

**Charting Equipment:**

- Flip chart and markers
- Masking tape or pins

**DVD:**

- Getting Started*

**Handouts (English/Spanish):**

- #1 Learning Outcomes
- #2 Acknowledgements: *Getting Started*
- #3 Inclusion Planning Checklist: Home Visiting Programs
- #4 Inclusion Planning Checklist: Center-Based Early Care and Education Programs
- #5 Using the Inclusion Planning Checklist

Important Considerations

This session provides participants with a tool (the Inclusion Planning Checklist) to help them structure a plan for including a child with a significant disability. However, it is important that they understand that, while they are planning and preparing, they also must enroll any eligible child without delay. The Americans with Disabilities Act and Section 504 of the Rehabilitation Act prohibit programs from excluding children based on their disability, if that program receives federal funds. Programs need to have systems in place to include children and to ensure that their unique needs are anticipated and met in a timely manner.

During this session, participants will watch the DVD, *Getting Started*, twice. The first time, they will be looking for the “big picture,” listening to individuals tell their stories and considering those experiences. The second time, they will be looking at the DVD from the point of view of developing a program plan and looking for specific details that are listed in the Inclusion Planning Checklist. It is important that facilitators clearly explain the main purpose for watching the DVD each time so that participants understand that each viewing has a different instructional purpose.

For the purposes of this session, it is assumed that participants are familiar with the Individualized Family Service Plan (IFSP). Please be sure that all participants know what the IFSP is before beginning the session. Introductory information on the IFSP can be found in the *Building Relationships with Families* volume, “Session 8: The Individualized Family Service Plan Process,” if it is needed.