

Itinerant Early Childhood Special Education (IECSE) Service Delivery Model Sample Introduction Letters

The following example documents come from the Appendix A of A Guide to Itinerant Early Childhood Special Education Services (Dinnebeil & McInerney, 2011). In this book, the authors discuss itinerant early childhood special education (IECSE) services and the details of putting an IECSE service delivery model into place. In particular, the following letters and interagency agreement are shared as suggested introductions and other types of written communication that help all parties involved understand and support the IECSE delivery model.

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LEA SE Supervisor to Pre-K Program Director

GOLDEN LOCAL SCHOOL DISTRICT

4521 Oak Lane

Aspen Ridge, OH 41234

Telephone: 330-541-6789 Fax: 330-541-6780

Carol Mitchell, Ed.D., SUPERINTENDENT

Ms. Michelle Quintera
Director, Jack & Jill Child Care Center
Oak Glen, OH 41235

Dear Ms. Quintera,

Let me introduce Sarah Albright, Itinerant Preschool Special Needs Teacher with Golden Local School District. Sarah will be working with Jacob Hill, who is enrolled in your center. As you are aware from being involved in the team discussion, Sarah will be working with Jacob's teachers at Jack & Jill Child Care Center to incorporate into their program the goals that are identified on Jacob's individualized education program (IEP).

Sarah's job is to provide educational services or preschool-age children with special needs who are enrolled in community-based early childhood programs like yours. Itinerant early childhood services may be provided in homes, child care centers, home-based child care programs, preschools, kindergarten classrooms, Head Start classrooms, or any other early childhood setting. Sarah travels to a number of different programs to work with the children on her caseload and their teachers. Her visiting schedule varies depending on the needs of the children, but it is usually once a week for about an hour.

In her role, Sarah wears many hats – she is a consultant, a resource person, and a teacher. Her main responsibility is to work with the classroom teacher and/or child care provider, staff members, and families so that children with special needs can receive the most appropriate learning experiences. She also may spend time with children in their classrooms or homes as needed. She is available to provide suggestions, strategies, resources, and ideas to support the classroom teacher and/or child care provider. She and the teacher will work out a system so they can best work together. It will be important that they find some uninterrupted time each week when they can meet to discuss and share information.

I appreciate the opportunity to work with your center. If you have any questions about our itinerant preschool program, please do not hesitate to call me at any time. Together, we will make this a great educational experience for the children, teachers, and families!

Sincerely,

Jennifer Reynolds

Jennifer Reynolds, Ed.S.
Supervisor, Preschool Special Needs Program
Telephone: 330-538-2222

GOLDEN LOCAL SCHOOL DISTRICT

4521 Oak Lane

Aspen Ridge, OH 41234

Telephone: 330-541-6789 Fax: 330-541-6780

Carol Mitchell, Ed.D., SUPERINTENDENT

Hello!

My name is Sarah Albright, Itinerant Preschool Special Needs Teacher with Golden Local School District. My job is to provide learning services for preschool-age children with special needs who attend community-based early childhood programs such as yours [*or insert name of program*]. Itinerant early childhood services may be provided in homes, day care centers, family day cares, preschools, kindergarten classrooms, Head Start classrooms, or any other early childhood setting. I travel to a number of different programs to work with children with special needs and their teachers. My visiting schedule varies depending on the needs of the children with whom I work, but it is usually once a week for about an hour.

In my role, I wear many hats - I am a consultant, a resource person, and a teacher. My main role is to work with the classroom teacher, staff members, and families so that the children with special needs with whom I work can have the most appropriate learning experiences. In this case, my job will be to work with you to help understand how the learning goals that are identified in Jacob's individualized education program (IEP) can be met in your program. I am available to help provide you with suggestions for teaching strategies, learning resources, and any other ideas that might be helpful.

I look forward to working with you and Jacob this school year. I will be visiting your program [*insert visiting schedule*]. We will discuss the best ways for us to work together to help Jacob meet his learning goals. Please do not hesitate to call me with questions or concerns. Together, we will make this a great year for Jacob, his peers, and Jacob's family!

Sincerely,

Sarah Albright

Sarah Albright

Golden Local Schools

Preschool Itinerant Services

4521 Oak Lane

Aspen Ridge, OH 41234

Telephone: 330-538-7642 Fax: 330-538-7677

Carol Mitchell, Ed.D., Superintendent

E-mail: salbright@goldenlocal.edu

IECSE Teacher to Pre-K Director

GOLDEN LOCAL SCHOOL DISTRICT

4521 Oak Lane

Aspen Ridge, OH 41234

Telephone: 330-541-6789 Fax: 330-541-6780

Carol Mitchell, Ed.D., SUPERINTENDENT

August 29, 2011

Hello. My name is Sarah Albright I have been assigned by the Golden Local School District to provide support to Jacob Hill and his teacher during the 2010-2011 school year. As you know, Jacob has an individualized education program (IEP) that specifies learning objectives that he could achieve this year at Jack & Jill Child Care Center. As the local school district representative, it is my responsibility to work with you and Jacob's teacher(s) in addressing these learning objectives. In providing support services, I plan to visit your school once a week for approximately 1 hour. During this time, I will be observing Jacob, familiarizing myself with the classroom schedule and routines, and developing a relationship with Jacob's teacher. Occasionally, I may ask to meet with Jacob's teacher outside of the classroom to discuss her progress with Jacob. My visitation schedule may change somewhat in response to Jacob's progress as well as the schedule of my "partner" teacher. I am excited about working with Jacob and the staff of Jack & Jill Child Care Center. I have heard great things about the center from Jacob's mother.

I thought you might like to know about my background and previous experiences. I have been an itinerant (traveling) preschool special education teacher for the last 3 years. Two of these years were with the Cincinnati Public Schools. Prior to my teaching as an itinerant teacher, for 4 years I was a primary school teacher (Grades 3-5) of students with mild intellectual impairment, also in Cincinnati. I graduated from Kent State University with certification in special education (Grades K-12-Mental Retardation and Learning Disability). I expect to complete my master's degree at the University of Toledo in early childhood special education in May 2012. I hold a supplemental license from the Ohio Department of Education in early childhood special education. Last year, I worked with children and their teachers at Children's World and St. Paul Lutheran Preschool. Please feel free to contact the directors of these programs for a reference.

I am looking forward to working with you and Jacob's teacher(s). If you have any questions about my responsibilities, please contact my supervisor, Jennifer Reynolds (330-538-2222), at the Golden Local Schools. If you wish to contact me, you may reach me at 330-538-7642 or by e-mail at salbright@goldenlocal.edu. Thank you, and best wishes for the school year.

Sincerely,

Sarah Albright

Sarah Albright

Itinerant Preschool Special Education Teacher

Golden Local Schools

GOLDEN LOCAL SCHOOL DISTRICT

4521 Oak Lane

Aspen Ridge, OH 41234

Telephone: 330-541-6789 Fax: 330-541-6780

Carol Mitchell, Ed.D., SUPERINTENDENT

Hello!

My name is Sarah Albright, Itinerant Preschool Special Needs Teacher with Golden Local School District. We met at Jacob Hill's individualized education program (IEP) meeting last year. I will be the teacher who comes to your home child care program to work with you and Jacob, and to help you understand how to work with him on his IEP-focused learning objectives when I am not there. I will be visiting Jacob once a week for about an hour, as agreed upon at the IEP meeting and as stated in Jacob's IEP.

In my role as an itinerant (or "traveling") teacher, I wear several hats. I am a consultant, a provider of resources, and a teacher. My main responsibility is to work with you so that Jacob will enjoy appropriate learning experience that are focused on the learning outcomes in his IEP. My job will be to help you better understand how the learning goals that are identified in Jacob's IEP can be met. I will provide suggestions for teaching strategies as well as resources and ideas that might be helpful. I may work with Jacob myself, but more often my job will be to make sure that you are confident that you can work on Jacob's learning objectives when I am not there.

I look forward to working with you and Jacob this school year. Please do not hesitate to call me at my office at Jefferson School (telephone number below). Please leave a message if I am not in. You may also send me an email (address below). Together, we will create a positive experience for Jacob.

Sincerely,

Sarah Albright

Sarah Albright

Golden Local Schools

4521 Oak Lane

Aspen Ridge, OH 41234

Telephone: 330-538-7642

Fax: 330-538-7677

E-mail: salbright@goldenlocal.edu

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Aspen Ridge, OH 41234

Telephone: 330-541-6789 Fax: 330-541-6780

Carol Mitchell, Ed.D., SUPERINTENDENT

Hello!

My name is Sarah Albright. I am an itinerant preschool special needs teacher with Golden Local School District. We met at Jacob Hill's individualized education program (IEP) meeting last year. I will be the teacher who comes to Jack & Jill Child Care Center to work with Jacob and to help Jacob's teacher understand how to work with him when I am not at the center. I will be visiting Jacob once a week for about an hour, as agreed upon at the IEP meeting and as stated in Jacob's IEP.

In my role as an itinerant (or "traveling") teacher, I wear several hats. I am a consultant, a provider of resources, and a teacher. My main responsibility is to work with Jacob's teacher and other staff members at Jack & Jill so that Jacob will enjoy appropriate learning experience that are focused on the learning outcomes in his IEP. My job will be to work with Jacob's teachers and the staff at Jack & Jill to help them better understand how the learning goals that are identified in Jacob's IEP can be met in their program. I will provide suggestions for teaching strategies as well as resources and ideas that might be helpful. At times, I may work with Jacob myself, but more often my job will be to make sure that his teachers are confident that they can work on Jacob's learning objectives when I am not at Jack & Jill. Of course, 'we' (myself and my 'partner' teacher at Jack & Jill) will also be working with you to be sure that we are all working on the same goals.

I look forward to working with you and the staff at Jack & Jill Child Care enter this school year. Please do not hesitate to call me at my office at Jefferson School (telephone number below). Please leave a message if I am not in. You may also send me an email (address below). Together, we will create a positive experience for you and Jacob.

Sincerely,

Sarah Albright

Sarah Albright

Itinerant Preschool Special Needs Teacher

Golden Local Schools

4521 Oak Lane

Aspen Ridge, OH 41234

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Fax: 330-538-7677

E-mail: salbright@goldenlocal.edu

Letter of Agreement

Itinerant Early Childhood Special Education Services

The purpose of this agreement is to specify the nature of itinerant early childhood special education services (ECSE) to be provided by _____ [school district] for _____ [child's name], a child with an individualized education program (IEP) who is enrolled in _____ [community child care program].

During the 2010-2011 school year, these IECSE services will be provided by _____ [IECSE teacher], who will be working with the teacher(s) and staff of the classroom in which _____ [child's name] is enrolled. Ms./Mr. _____ holds a degree in early childhood special education and has been working as an IECSE teacher for _____ years. She also holds a teaching license from the [enter name of state department of education] in the area(s) of _____.

As the local school district representative, it is the responsibility of the itinerant teacher to work with the teacher(s) at your site to address _____'s [child's name] IEP objectives. Rather than focusing his or her work solely on the child, the itinerant teacher will work with your teachers so that they are able to address the child's IEP goals within the regular classroom environment and during typical preschool activities. This will require the itinerant teacher to develop a collaborative partnership with your teachers. The itinerant teacher will be able to share teaching resources as well as knowledge and teaching strategies with your teachers.

As stated in _____'s IEP, the itinerant teacher is scheduled to visit _____ [community child care program] for no less than 1 hour per week during the school year; however, this schedule may be modified upon agreement of the teacher partners and with your approval. The itinerant teacher also will inform his or her supervisor of any planned changes in the visiting and/or consultation schedule. On occasion, the itinerant teacher may need to meet with his or her partner teacher(s) outside of the classroom environment to discuss issues related to child progress, teaching strategies, or related issues.

The itinerant teacher and the early childhood education teachers will discuss the child's progress with his or her parents at least monthly. Update communications will be form (e.g., file copy) and informal (e.g., phone, e-mail).

The itinerant teacher may be contact at the following telephone number or e-mail address: _____ [telephone] or _____ [e-mail]. The supervisor of this teacher, _____, also may be contacted at _____ [telephone] or _____ [e-mail].

Signatures:

Preschool Program Director (or Representative)

Date

School District Representative

Date

Parent/Caregiver

Date