



When a Student is initially registered with Children or Youth Ministries...

- If registration is completed not indicating any disability or special need:
 1. The Children's Ministry Coordinator is responsible to notify the Special Needs Ministry with any concerns a volunteer observes about the student prior to contacting their parents/guardians.
 2. Depending on the situation the Special Needs Ministry will observe the student in the inclusive setting.
 3. If necessary, the Special Needs Ministry will work with the Children's Ministry Coordinator to set up a meeting with the student's parents/guardians.
 4. The Special Needs Ministry will work alongside the Children's Ministry, as well as the student's family, to create a plan conducive to the best environment for that student.

- If student registration is completed indicating a disability or special need:
 1. Children's Ministry will contact the Special Needs Ministry at the time of registration regarding the student.
 2. The Special Needs Ministry will make contact with the parents/guardians of the individual, setting up the initial meeting, working alongside the Children's Ministry as well as the student's family to create a plan conducive to the best environment.
 3. A parent/guardian may be asked to attend class with the student during the first visit as determined by the Children's Ministry Coordinator and Special Needs Ministry.

When a Student is initially registered with the Special Needs Ministry and transitioning to inclusion...

The Special Needs Ministry will:

1. Complete a parent interview
2. If necessary, observe the classroom setting in which the student will be included
3. If necessary, observe the individual in the inclusive setting
4. Create a plan conducive to the best environment, which may include a one-on-one buddy



Prior to any Inclusion

The following guidelines are established, for each student anticipating inclusion.

- New students with special needs desiring the inclusion setting are encouraged to attend along with the parent/guardian the Sunday morning self-contained classroom to determine the level of support needed for the child.
- The Special Needs Ministry staff will conduct an updated or new parent interview in order to develop an Individual Plan.
- With the parent's permission an "inclusion special" about the child and/or his or her abilities may be given to the class prior to the individual with special needs attending. A Special Needs Ministry staff member, a parent or family member, or a school professional will present this.

Individual Plans

The Special Needs Ministry through an interview creates individual Plans with the individual with special needs' parents/guardians in addition to observation of the individual in both a self-contained and inclusive setting. The plan's purpose is to create an inclusive environment suitable for the individual by informing volunteers and other classroom workers how to best understand the child and his or her gifts and needs.

Buddy System

A one-on-one volunteer buddy to help better meet the individual's needs may accompany individuals within an inclusive setting. Inclusion opportunities may be limited based on the availability of a volunteer or peer buddy.