

# ALCOTT SCHOOL



## SPECIAL EDUCATION ITINERANT TEACHER (SEIT) PROGRAM

2024– 2025 School Year

# PARENT HANDBOOK

Alcott School does not discriminate on the basis of race, color, national and ethnic origin in administration of its policies or admission procedures.

## ALCOTT SCHOOL - SEIT PROGRAM PARENT HANDBOOK

### 1. **SERVICE DELIVERY**

In general, services are delivered at your child's nursery school, day camp or daycare center during the time your child is in school. Your child's special education teacher (SEIT) is required to provide services as mandated on his/her Individualized Education Program (IEP). The SEIT will arrange a mutually convenient schedule with your child's classroom teacher and notify you of this schedule. SEIT services will be provided according to your child's preschool calendar. Services cannot be provided on federal holidays.

SEIT staff predominantly work with children to teach IEP goals and objectives in the classroom. Typical class activities such as art, gym, free play, music and snack time provide many opportunities for learning.

### 2. **COMMUNICATION**

The SEIT is responsible for initiating and maintaining a good working relationship with parents and the host school staff. The primary goal of communication and collaboration is to ensure that the IEP goals and skills the SEIT works on a few hours per week are carried over throughout the rest of the time your child is in school. The SEIT will regularly inform you and the host school staff about interventions, modifications and remedial strategies being used to address your child's IEP goals. It is up to the SEIT to develop a system for communication that works best to keep everyone updated.

All written communication between Alcott SEITs and parents, related service providers or host school staff must be done through the child's communication notebook (see #5) or Alcott email only. Texting is not permitted under any circumstances. All email communications must be copied to the SEIT Coordinator, Madeline Marks at [mmarks@alcottschool.org](mailto:mmarks@alcottschool.org).

### 3. **RELATED SERVICES**

When a child receives services from a special educator and related service provider(s), (e.g. occupational therapist, speech therapist, social worker), your child's special education teacher acts as the "coordinator". The coordinator is responsible for communicating with the related service

provider(s) to share information about the child's educational needs and progress. This ensures that your child receives a coordinated, well integrated remedial program.

4. **ABSENCES**

Please notify your child's SEIT teacher when you know your child will be absent on a day he/she is normally scheduled to provide a SEIT session. Call the SEIT at her contact number as early in the morning as possible. If you cannot reach her, call the Alcott SEIT Office at 914-693-3737 and the office personnel will attempt to reach the teacher.

5. **NOTEBOOKS**

A small notebook will be provided, and you are asked to send the notebook to school via your child on the day(s) services are scheduled. The notebook will permit ongoing communication between home and the special education teacher. Parents are encouraged to write about events that are occurring at home (e.g. "Johnny went to a birthday party yesterday."), or important concerns (e.g. "Johnny had trouble understanding directions to a game."). The Alcott special education teacher can use this book to respond to parental questions and comments and to inform parents of activities or skills she is currently working on.

6. **OBSERVATIONS**

Parents are encouraged to visit school and observe a session on the day the SEIT is working with your child. To be respectful of the classroom teacher and the other students, it is necessary to arrange this observation in advance so that a convenient date is selected.

7. **PARENT-TEACHER CONFERENCES**

A fall conference will be arranged by the Alcott staff person approximately 6-8 weeks after services begin. If possible, the SEIT and your child's classroom teacher will meet with you together to discuss your child's progress and educational goals.

Parental input is requested, and both parents are encouraged to attend. The Alcott School SEIT Supervisor, Madeline Marks, is available for these conferences.

A spring conference will be scheduled to plan for your child's annual review meeting. If needed, additional conferences may be arranged at the request of the parent, classroom teacher or SEIT.

8. **WRITTEN PROGRESS REPORTS**

The Alcott SEIT will prepare a written progress report in February/March of 2024 in preparation for the Annual Review held by your school district sometime in the spring. This will be used to furnish information about your child's current functioning and continued educational needs. This report will be forwarded to you for your review prior to sending it to the CPSE in your school district.

9. **COMMITTEE ON PRESCHOOL SPECIAL EDUCATION (CPSE)  
ANNUAL REVIEWS**

(For children who will be continuing in Preschool in the year 2024-2025)

School districts will hold an Annual Review meeting during the spring semester. This meeting is similar to the initial CPSE you attended prior to your child's placement with SEIT services. At the Annual Review, however, formal evaluations are not required - only your child's updated IEP and an educational progress report. The progress report and updated IEP will be prepared by your child's special education teacher. The purpose of the Annual Review is to review the child's progress and ensure he/she is benefitting from the services. At this meeting, modifications in program services are made for the new school year and a new IEP is written with parental input. The parent/guardian must agree to the new IEP, program, services, goals, and objectives in order to receive preschool special education services for another year.

If parents/guardians do not agree with decisions made at the Annual Review, due process is available. Details regarding due process are available from your school district.

School districts will send notices and information about Annual Reviews in the spring. Parents are expected, though not required, to attend.

Alcott personnel as well as school district representatives are available to answer questions or address concerns related to the Annual Review. Your child's classroom teacher may also be invited to attend.

SEIT providers are prohibited from accepting payments from families to supplement the salary they receive from their agencies or to provide hours of service beyond those mandated on the IEP. If there is a concern that the IEP does not adequately represent the child's needs, a CPSE program review may be requested.

10. **COMMITTEE ON SPECIAL EDUCATION (CSE) PROCEDURES**  
(For children who will be kindergarten age in 2024)

If your child will be kindergarten age in the fall of 2024, you may have a CSE meeting in addition to your CPSE Annual Review. The CSE is responsible for children aged 5-21 (i.e., kindergarten through high school). This committee will decide on your child's continuing eligibility for special education services and what services would be appropriate. More detailed information about the CSE process is available from your school district.

11. **EDUCATIONAL/INFORMATIONAL WORKSHOPS**

Throughout the school year, the Alcott School offers parent workshops/discussion groups to provide information on various topics. These workshops are held at the Alcott School site. Parents will be notified of relevant meetings, sites and locations and are welcome to attend.

12. **CONFIDENTIALITY OF RECORDS**

Confidentiality of your child's records is guaranteed by law (the Buckley Amendment of Family Educational Rights & Privacy Act) and by Alcott policy. No records may be released without parental written permission, except to funding sources such as County of Westchester and the State Education Department. Parents of 3 and 4 year old children who are receiving special services via their school district Committee on Preschool Special Education (CPSE) have signed a CPSE consent form. No other permission is required to allow Alcott to forward your child's records to your school district in these cases. Please note that the SEIT cannot share your child's IEP or written progress report with the nursery school staff. The IEP and report is confidential and, according to Alcott policy, can only be shared by the parent.

Further information on this subject is available from the Director of Special Education. A parent has the right (by making an appointment with the Program Coordinator) to review records in his/her child's file at any time. A full copy of Alcott's policy on record access and confidentiality is available upon request.

The SEIT Coordinator, Madeline Marks, is available by phone 914-693-3737, ext. 1124 or via email [mmarks@alcottschool.org](mailto:mmarks@alcottschool.org) to address any questions or concerns you may have during the school year.