



## 4.9A Age Extension Case Conference Instruction Sheet



### **PURPOSE STATEMENT:**

The purpose of the Age Extension Case Conference form is to document the discussion regarding extended placement of a child enrolled in a Non-CCTR room licensed for children 2-5 years of age. **The process is only applicable to children who have extenuating family and/or developmental circumstances.** Per Area approval, the child can remain enrolled in their current Non-CCTR option until 3 years and 4 months old.

### **TIMELINE:**

If a Non-CCTR child has not transitioned by 2 years and 11 months, the site staff can initiate the case conference process and invite the necessary staff. A current EHS Transition Plan and Head Start application must be on file prior to completing the case conference.

### **STAFF RESPONSIBLE:**

Area Director, Site Supervisor, Program Specialist, EHS Program Assistant

### **INSTRUCTIONS:**

- Complete the top portion of the form with the child's name, current age, site, room #, teacher, and the date of the meeting.
- As a team, answer the identified questions and discuss extenuating family circumstances and/or developmental concerns of the child.
- Based on the group discussion determine whether the child is eligible or ineligible for extended placement in the 2-5 licensed classroom. If eligible, provide detail regarding the extenuating circumstances.
- List the date when the age extension expires and the child turns 3 years and 4 months of age.
- All responsible parties sign and date the form.
- File a copy of the form in the Child File under Section 4: Education, behind the transition documents. **Within one week of the case conference, provide the parent with the 4.9B Age Extension Parent Acknowledgement letter notifying them of the extended enrollment.**