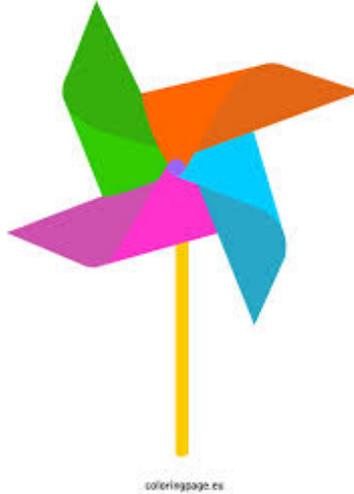


# Welcome to the Talbot County Infants & Toddlers Program



Program Office:  
Talbot County Education Center  
12 Magnolia Street  
Easton, Maryland 21601  
410-822-0330 ext. 108 or 171  
Fax 410-820-4260

# Meet your Infants & Toddlers Team

Your Family – the most important members of the team!

## Service Coordinators/Special Instructors

Sue Heil 410-822-0330ext.108  
Stephanie Wishart 410-822-0330 ext. 171

## Speech Language Pathologist

Meagan Moore 410-822-0330

## Occupational Therapist

410-822-0330

## Physical Therapist

410-822-0330

## Child Find Secretary

410-820-8263

## Special Education Facilitator

Michelle Steelman 410-822-0330 ext. 150

## Parent Support and Resource Center

Stacey Behrens 410-822-0330 ext. 179

## Department of Social Services

410-770-4848

## Health Department

Mary O'Brien, nurse 410-819-5600



## Other Important Phone Numbers



Early Head Start	410-820-6940
Head Start of Easton	410-822-6641
Judy Center of Easton	410-822-0689
LOCATE Child Care	1-888-406-1453
YMCA, Easton	410-822-0566
Chesapeake Helps	1-866-722-4577
Talbot County Public Library	410-822-1626
Healthy Talbot	410-770-6870

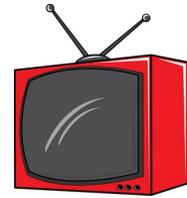
# Talbot County Infants & Toddlers Program

The Talbot County Infants and Toddlers Program is a year-round program. Talbot County Public Schools is the lead agency, so the school calendar is followed for days off, late openings and early closings. We want to make sure that providers are safe while they travel to work with families. If there are closings or days off that interfere with services, we will make every effort to re-schedule visits. We will be flexible and we hope you will be flexible too.

## How to find out about school delays and closings



On the radio:	Tune in to 96.7 FM, WCEI
On the television:	Watch 2, 11 or 13
On the Web:	<a href="http://tcps.k12.md.us">tcps.k12.md.us</a>
On Facebook:	Talbot County Public Schools



## Changes in Schedules

- If a service provider is unavailable, we will do our best to re-schedule your visit.
- If you and your family are going on vacation, have doctors' appointments or just want a break, please let us know so we can schedule someone else in your visit time. (This is especially important during the summer months when service providers have a tighter schedule).
- If a service provider will be out for an extended period of time, we will offer visits with an alternate provider.
- If you do not notify the provider ahead of time and you miss your scheduled visit, we may not be able to make up the visit.
- If you miss three visits in a row, you will receive a letter outlining options for continuing your child's services so that we can better meet your needs. Remember, you can call a meeting at any time.

# Talbot County Infants and Toddlers Sick Policy



*Friendly reminder!*

Getting sick is something that happens to everyone! Help us make sure that we don't spread illness from one family to another. If we all work together, we can help everyone stay as healthy as possible.

**Please cancel your Infants and Toddlers visit if your child or anyone in your house has experienced any of the following within 24 hours of your visit:**

- a fever
- vomiting
- conditions such as strep throat or pink eye, unless it has been treated with antibiotics for at least 24 hours
- any undiagnosed rash, head lice or bed bugs
- a bad cold or a cough, or
- any other symptoms that have kept someone home sick from school or work.

Thank you for your cooperation!

**If you need to cancel your Infants and Toddlers visit, please contact your provider directly.**

# Talbot County Infants and Toddlers Pet Policy



We realize that pets are an important part of the family. However, we respectfully ask that you put your pets away during visits, if possible. If you are unable to put your pets away, please let your provider know. We may schedule your visit for another location in the community, like the park or public library.

Thank you for your cooperation!



# Talbot County Infants & Toddlers Program

## Families as Part of the Planning Process

### IFSP Meetings

- If your child qualifies for services, an Individualized Family Service Plan (IFSP) will be developed before services begin. You are a very important part of the team in developing the outcomes for your child and your family.
- Young children change quickly, so we will review the plan at least every 6 months. You will help us decide whether outcomes and/or services need to be changed.
- The family or service providers can call a meeting at any time to discuss making changes to the IFSP.
- Annually, we will review the plan with you and you will help us set new outcomes and services for your child and your family.
- If your child has an IFSP and is between 27 – 33 months of age, we will have a Transition Planning Meeting. We will talk about next steps for your child, in terms of community options, preschool special education, extended IFSP services and any other options your family wishes to investigate for your child.
- As a team, we will firm up plans for when your child reaches 3 years of age. We will take steps to make sure there is a plan in place and that there is a smooth transition between services and programs.
- When your child no longer requires services through the Infants and Toddlers Program, we will have a meeting to dismiss your child, regardless of your child's age.

The IFSP is the road map, reminding us where we are beginning and where we want to go. We must have a clear vision of where we are going or we will never reach our destination.



## Other ways to be Active in your Child's Development

- Attend an event sponsored by the Talbot County Infants and Toddlers Program, the Family Support and Resource Center, the Judy Center or any of our partner agencies.
- Be an active participant during sessions and join in on play!
- Check out books, materials or videos from the Family Support and Resource Center. Let the Parent Trainer know what you would like and she will help you find it!
- Complete and mail back the Parent Survey when it comes to you. We are judged on how many families return the forms as well as on the ratings that families give us. The surveys are handled by a vendor, but are sponsored by the Maryland State Department of Education.
- Tell other people about the benefits of Early Intervention services. This might include referring a child that you think might benefit from services or writing a letter in support of the program.
- Volunteer to serve on the Local Interagency Coordinating Council (LICC). This group meets four times a year and deals with the needs of families, program needs and staff training. It is a great way to meet people from various agencies who serve young children.



### On the Web

- Check out the Healthy Beginnings website for information on child development.  
<http://www.marylandhealthybeginnings.org/>
- Want to see what the Maryland State Department of Education has available? <http://www.marylandpublicschools.org/>
- For a consolidated directory of local services, access Chesapeake Helps or Healthy Talbot. <http://www.chesapeakehelps.org>

<https://healthytalbot.org/>

## **Tips for Getting the Most from your Services**

Participation in the Infants and Toddlers program is voluntary. That means that you do not have to accept any services that you do not want for your child or your family. There are no charges to you for services, as we are a free program.

### **Scheduled visits:**

- Please cancel any visits as soon as you realize the need (time conflict, someone gets sick, you will be on vacation, etc.). That way, we can use the time to visit with another family and reschedule your visit at another time.
- If you are not home or your child is not at the place where they are served (you miss a scheduled appointment and you did not cancel ahead of time), we will not reschedule that appointment.
- If there are several missed or cancelled appointments, we will need to hold a meeting to consider modifying the IFSP.
- Do not smoke before or during the visit. Try to air out the space where the visit will take place. Some children are very sensitive or medically fragile and we do not want to carry the odor of smoke to the rest of the homes we visit that day.

### **During the visits:**

- Be ready for the visit and try to have your child ready. If the T.V. is on when we arrive, please turn it off so we can all concentrate on interacting with your child.
- Actively participate – if we are down on the floor playing with your child, come down and play with us.
- Ask lots of questions. We love to share what we know and learn how to apply it to your child and family.
- Tell us about your child. Help us see growth. If you are having trouble with something, we can help you handle it.
- Try what we suggest with your child. Give us real feedback during the next visit. If it doesn't work, let us know so we can make other suggestions.