1. Staff has a concern about a child’s behavior, development, or academic progress.

2. Staff observes the child and applies strategies.

   2a. If Successful
       Staff continues to monitor and document progress.

   2b. If Unsuccessful
       Staff will consult with:
       • Site Supervisor
       • Director

3. Staff applies strategies and recommendations from supervisor.

   3a. If Successful
       Staff continues to monitor and document progress.

   3b. If Unsuccessful
       Site Supervisor or Director will assist staff in meeting with the family.

4. Staff initiates a conference with the family to discuss issues and develop a plan of action.

   4a. If Successful
       Staff continues to monitor and document progress.

   4b. If Unsuccessful
       Staff will request assistance from school district resources based on student and staff needs.

5. Participate in meeting with school district personnel and determine if resources and/or support is available to assist the student in the after school program.

Adapted by the After School Inclusion Project from the work of the Merced County Office of Education Head Start Program as modified by The California Map to Inclusive Child Care WestEd Center for Child & Family Studies