

Parent Handbook for the North Carolina Infant-Toddler Program

The *North Carolina Infant-Toddler Program Parent Handbook* (often referred to as the “Parent Handbook”) is a document that explains the role and philosophy of the Infant-Toddler Program in family-friendly terms. It includes, but is not limited to:

- a description of the referral and eligibility determination process;
- information about intervention planning and Infant-Toddler Program services and supports;
- information about fee policies;
- information about transition planning; and
- a summary of child and family rights and procedural safeguards.

A copy of the Parent Handbook should be given to and reviewed with parents at the time of referral to the Infant-Toddler Program, prior to the initial multidisciplinary evaluation. The Parent Handbook is an excellent tool to help explain key steps in the process through out a child’s enrollment in the Infant-Toddler Program. For example, some information in the Parent Handbook may be helpful to review with families during an annual IFSP review or during transition planning.

The Parent Handbook includes a summary of child and family rights and procedural safeguards information. An official notice of rights and detailed definitions of these rights is available for families in the *North Carolina Infant-Toddler Program Notice of Child and Family Rights*. (For additional information, see Policy Bulletin #9 - Notification of Child and Family Rights.)

A Community Resource form and a Parent Contact form are included in the back of the Parent Handbook to help parents document contacts with service providers and others. Service Coordinators can assist by providing additional copies of these forms for a family's use. It is recommended that Service Coordinators help parents organize a notebook on their child that can hold the Parent Handbook, Notice of Child and Family Rights, health records, evaluation results, medical reports, letters, and notices of meetings, the Individualized Family Service Plan, and other important documents.

Copies of the *North Carolina Infant-Toddler Program Parent Handbook*, in both English and Spanish, may be obtained from any Children’s Developmental Services Agency or from www.ncei.org.