**Special and Medical Needs**

The following strategy allows us to live out our GUEST principles to serve all children with excellence.

**For children with special needs:**

1. Ask the parent to complete a Family Ministries Care Plan
	1. A “C” will print on the child’s tag showing they have a Care Plan on record.
2. Follow up with the parent with a phone call or meeting to review the Family Ministries Care Plan and develop the best course of action.
3. If needed, work to pair the child with a Special Friend who will
	1. Provide individualized care and assistance
	2. When possible, lead through curriculum modifications
	3. Partner with parents
4. Foster a relationship between the parent and the Special Friend for weekly communication about schedule and other needs/updates.
5. Stay in relationship with the parent and the special friend to ensure the partnership is working.
6. Review the Family Ministries Care Plan on the child’s birthday and/or start of the school year with the parent and see if any updates need to be made.

**For children with medical needs:**

1. All medical needs should be documented in Rock as a Medical Note.
	1. An “M” will print on the child’s tag showing they have a medical note on record.
2. If the medical need is an FYI for our team (Ex. The child has asthma) the medical note is all that is needed for our team to serve them well.
3. If the medical need requires ongoing care from our team (Ex. The child has an Epi Pen and needs assistance using it) we will ask the family to complete a Family Care Plan and have a conversation with the family to understand how we can serve them best (see above.)
	1. A “C” will print on the child’s tag showing they have a Care Plan on record.