The Children's Learning Center
Vision Screening Policy and Procedure

Policy
All children participating in the Head Start program will complete a vision screening. Vision screening will include a distance acuity and a depth perception test. Testing will be done within the first 45 days of enrollment. Children who obviously fail testing will be immediately referred for a professional diagnosis. Children who fail because they are too young to understand testing procedures will be testing again after 120 days of enrollment. Children who double fail will be referred for professional diagnosis.

Procedure/Strategy	Who
1. Screening will be conducted in the HNC office. The lighted box stand will be placed at a distance of 10 feet away from a marked off location indicating where children should stand.	HNC
2. Using both eyes, ask children to read every symbol from the top line of the chart from left to right.	HNC/CA
3. Cover the left eye with a patch. Have the child read one symbol from each line until they reach the age appropriate critical line. The critical line for children 4 and over is 20/32 and for children ages 3-4 the critical line is 20/40. The child must read every symbol from the critical line from left to right.	HNC/CA
4. Repeat process with the right eye.	HNC/CA
5. A passing test score is correctly identifying 4 out of 5 symbols from the critical line.	HNC
6. The second phase of testing is the Depth Perception Screen. Begin by showing the child the raised 3-D model of the "E" from the kit and explain that this is the symbol the child is looking for.	HNC
7. Next have the child put on the 3-D glasses.	HNC
8. Present the two cards – one with the stereo "E" and one blank – to the child at a distance of between 16 inches to various arrangements. Ask the child to identify which card has the "E".	HNC
9. To pass this screen, the child must correctly identify the "E" on 4 out of 5 trials.	HNC
10. Record screening results on screening documentation form. Enter results into Child Plus system and scan documentation into each child's file, and then submit forms to parent/guardian for further follow up.	HNC