|  |
| --- |
| **Policy:** Child records are maintained following Licensing and Early Head Start requirements.**Procedure:**1. **Electronic Files** will be used for all eligibility documents on ChildPlus
2. **LARA/EHS Files** will be located in a locked file on site.
3. **Educational Files** will be available to families regarding child’s education progress.
4. **Returning Children**: When completing the child’s file review for returning children, place the most current forms from the previous year in the child’s file.
5. Ensure the following forms are in the Child’s File when a child is dropped or transferring to another program.
 |
| **Child’s Name:** |  | **Date Reviewed** |
| **Teacher:** |  | Nov. | Mar. | Aug. |
| **Family Services Specialist:** |  | Nov. | Mar. | Aug. |
| **Please upload forms in ChildPlus in the following order:** | **Year: 20-21** | **Year:** | **Year:** |
| **Electronic Eligibility File on ChildPlus – Application Tab**(documents uploaded by the Family Services Specialist) |  |  |  |
| 1. Head Start Eligibility Verification Page |  |  |  |
| 2. Intake Application Pages 1 and 2 |  |  |  |
| 3. Income as Required (child support, W-2, 1040, paycheckstubs, Family Income Status, Third Party, etc.) |  |  |  |
| 1. Additional Documentation for Eligibility if applicable:
	1. Homeless (Families in Transition)
	2. Supplemental Security Income (SSI)
	3. Foster Care Documentation
	4. DHHS Cash Assistance (FIP)
 |  |  |  |
| 5. Recertification (if applicable for returning children) |  |  |  |
| 6. Birth Verification |  |  |  |
| **LARA/EHS Files in locked cabinet on site in the following order:** | **Year:** | **Year:** | **Year:** |
| 1. Child Information Record with Date of Admission |  |  |  |
| 2. Emergency Care Plan (if applicable) |  |  |  |
| 3. Parent/Guardian Release (includes permission for topical andnon-prescription medications) |  |  |  |
| 4. Parent Pickup Policy |  |  |  |
| 5. EHS Parent Orientation Training Review Checklist |  |  |  |
| 1. MCIR (Immunization Record) or waiver
	* Keep most current date (updated immunizations when child was not up to date at enrollment)
 |  |  |  |
| 7. NMCAA EHS/HS/GSRP Program Physical Screening |  |  |  |
| **Ensure documentation for each of the following:** |
| a. Hearing | b. Anemia Screening | c. Health Services Waiver(if applicable) |
| d. Vision | e. Blood Lead | f. Health Statement(doctor release and date) |
| g. Daily Report | h. Blood Pressure |
| 8. EHS/HS Medical Follow-up |  |  |  |
| 9. Dental Exam |  |  |  |
| 10. Release of Health Information |  |  |  |
| 11. Release of Oral Health Information |  |  |  |
| 12. USDA Participant Enrollment Form and Household IncomeEligibility Statement |  |  |  |
| 13. Intake Application Packet (Eligibility Verification page, IntakeApplication page 1 and 2) |  |  |  |
| 14. Recertification (if applicable for returning children) |  |  |  |
| 15. Child’s Health History |  |  |  |

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| **LARA/EHS File As Needed Forms** | **Year:** | **Year:** | **Year:** |
| 16. Change of Status |  |  |  |
| 17. Illness/Incident Report Form |  |  |  |
| 18. Toilet Training Report |  |  |  |
| 19. Medication Authorization Form |  |  |  |
| 20. Authorization for Releasing an Enrolled Child to a Minor |  |  |  |
| 21. Medical Statement to Request Special Meals and/orAccommodations |  |  |  |
| 22. Fluid Milk Substitute Request |  |  |  |
| 23. Parent Request to Provide Food |  |  |  |
| 24. BMI Follow Up |  |  |  |
| 25. Nutrition Referral |  |  |  |
| 26. Other Parent Contact Information |  |  |  |
| 27. Miscellaneous Court Documents |  |  |  |
| 28. Other |  |  |  |
| **Educational File to be kept behind the LARA/EHS File in locked****cabinet in the following order:** | **Year:** | **Year:** | **Year:** |
| 29. Child and Family School Readiness Plan |  |  |  |
| 30. Developmental Screener ASQ |  |  |  |
| 31. IEP/IFSP from ISD/Miscellaneous ISD Paperwork |  |  |  |
| 32. Disclosure with Parental Consent |  |  |  |
| 33. Request for ISD Consultation |  |  |  |
| 34. Interim Services Plan |  |  |  |
| 35. Mental Health Forms |  |  |  |
| 36. E-DECA, Strategies and Reports |  |  |  |
| 37. Contacts and Social Service Tracking |  |  |  |
| 38. Program Information Report (PIR) |  |  |  |
| 39. Customer Connections Form |  |  |  |
| 40. Attendance Letter |  |  |  |
| 41. Attendance Success Plan |  |  |  |
| 42. EHS Transition Paperwork |  |  |  |
| 1. Copy of Transfer of Records Packet
	* Transfer of Records
	* Extra, Extra Read All About Me
	* Most current GOLD Report (EHS)
 |  |  |  |
| 1. GOLD Development and Learning Report(s)
 |  |  |  |
| 1. In-Kind
 |  |  |  |
| 1. Getting to Know Your Child and Family
 |  |  |  |
| 1. Directions to Home
 |  |  |  |
| 1. Other
 |  |  |  |
| 1. Other
 |  |  |  |
| 1. Other
 |  |  |  |
| **Random Child Files will be reviewed by the Site Coordinator and Lead Primary Teacher:** | **Date Reviewed** | **Initials** |
| Oct/Nov |  |
| Feb/March |  |
| June/July |  |

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| **FSS File** |  |  |  |  |
| 1. Home Practices and Routines
 |  |  |  |  |
| 1. Pedestrian Safety
 |  |  |  |  |
| 1. Home Safety Checklist
 |  |  |  |  |
| 1. Other
 |  |  |  |  |
| 1. Other
 |  |  |  |  |