

EMAA HEAD START ORGANIZATION OF LOCKED FILES

Rev. 10/2008

Order of children's files (alphabetical by class)

Child's file (manila)

Disability file (purple)

Family file

Child's file order (manila)

This order is important for monitoring.

Change of Status forms

Child's application

Agreements

Agreement form

Agreement regarding Licensing/Transportation/
Transition

Full day: Agreement Regarding Late Fee

Health

Child Health/Nutrition History

Special Health Care Plan

Physical/Dental

Varicella shot/Lead screen/HIPPA Release

Participant Health Summary, #3030 (fall/spring)

CACFP: Enrollment Form for Day Care Centers

DIAL-3 (at the end of the year)

In family file (or files)

Family Needs Assessment/Family Partnership
Agreement

PIR Tracking Information

Family Contact/Transaction form (most recent on
top, to encourage reviewing information)

In front of children's files by class

Group/ind. contact sheets manila

Center file orange *See below for description*

For all classes in top file drawer in front of children's files (in this order)

Disabilities Alert List red Disabilities Alert List

Mental Health pink Completed HL Counselor reports; MH Screening Follow-Up

Transitions Packet yellow folder 1) Transition Activities (last 2 pages) are filled out on an
ongoing basis for the PIR at the end of the year, 2) LEA
agreement(s), and 3) Transition Plan

Center file (orange)

Immunizations: Report #3310

Printed monthly. If a new child is enrolled, print screen from immunization health screen until new report can be run. Old ones must be thrown away.

Daily Attendance: Report #2310 Printed weekly. Old reports are stapled behind current report.

Emergency Contacts: Report #1520

These are 1) posted by each class room and main entrance door in a labeled envelope, 2) posted by each phone, 3) worn by teachers and 4) in orange file. Printed monthly. If a new child is enrolled the information will be written in until new reports are run. Old forms will be thrown away.

Dental Tracking Sheet

Updated as treatment is done and maintained all year. New children will be added to the bottom of the form.

Disabilities file (purple)

Refer to list of items in purple file folders.

Education - Portfolios

Front pocket: *The following need to be organized in the front pocket of the notebook in this order front to back:*

- Progress Report
- DIAL-3 Parent Questionnaire
- Social/Emotional Screen

If a child has one:

- Positive Social-Emotional Supports
- Copy of IEP goals
- For child with an IEP, copy of Ongoing Communication

All children:

- Green file with remaining papers to give to parents plus the DIAL-3 (to be put in the back of the child's center file at the end of the year)

In the notebook

- Cover
- Child Development Plan for Individualization
- Goals and Objectives
- 15 outcome with entries -- *these need to have tabs*
- Other items that staff, parents and children want to include to keep the memory of a child's Head Start experience alive through the years.

Back pocket: *Reading homework*

EMAA HEAD START ORGANIZATION OF MATERIALS

HEAD START POLICIES, PROCEDURES AND OTHER MANDATED INFORMATION

Keep all this information in one designated place.
Do all staff know where these are?

1. Policy Council/Board Related Notebook
 - Policy Council highlights/minutes (most recent posted)
 - Board of Directors highlights/minutes (most recent posted)
 - Community Needs Assessment
 - Self-Assessment: PRISM
 - EMAA/Head Start Policy Council Arbitration Board (formerly Internal Dispute Resolution)
 - Community Complaint Resolution (also post)
2. Work Service Plans/HS 101
3. EMAA Personnel Policies and Procedures
4. Performance Standards
5. Licensing Rules
6. Guidelines for Child Abuse and Neglect Report (in Health WS Plan)
7. Safety Policy and Procedure Handbook

POSTED IN PARENT AREA

1. Emergency procedures (fire, tornado and earthquake) and evacuation plan (current map)
2. Emergency medical and dental plans
3. Choking poster (and in dining areas)
4. Lice policy
5. Menus
6. Booklet of Posters Required by Federal Law
7. Policy Council highlights/minutes (most recent)
8. Board of Directors highlights/minutes (most recent)
9. Community Complaint Resolution
10. Current newsletter
11. New community resources
12. Trainings of interest
13. Domestic abuse/substance abuse information

POSTED BY EACH CLASSROOM DOOR

in a plain brown envelop:

1. Emergency Contacts—by classroom
2. Special Health Care Plan(s)

POSTED BY MAIN ENTRANCES

Emergency Contacts—for all children at center

POSTED IN EACH DINING AREA

1. Mealtime Growing Time
2. Menus
3. Choking poster

PERSONNEL LOCKED FILES

ORDER OF PERSONNEL LOCKED FILES:

1. Employee Personnel Files
2. Other Head Start Employee Files: ASA & Central Office
3. Regular Volunteers (those working 8 hours+ per week)
4. Irregular Volunteers (less than 8 hours/week)

CONTENT OF PERSONNEL LOCKED FILES:

1. Employee Personnel Files
Copies from original file in Central Office:
 - a. Current physical/TB test results
 - b. First Aid Certificate
 - c. CPR Certificate
 - d. Family Registry ScreeningAlso include:
 - e. Updated ChildPlus Training Report
 - f. Emergency Medical Form is in a sealed envelope, not to be broken except in case of an emergency. The envelope should have staff person's name and be dated. This should be kept current.
2. Other Head Start Employees: ASA & Central Office staff
These are kept all in one file.
 - a. Family Registry Screening is in Central Office file.
 - b. Current physical/TB test results
3. Regular Volunteers (those working 8 hours+ per week) (including Cadet, Work Force, etc.) Files
 - a. Current physical/TB test results
 - b. Family Registry Screening
 - c. Code of Ethics
4. Irregular Volunteers (less than 8 hours/week)
Code of Ethics – kept all in one file

POSTED IN COMMON STAFF AREA

1. EMAA Posters Required by Federal & MO Law
2. Agency Safety Statement Policy
3. MO Div. of Workers' Compensation poster

POSTED IN A PROMINENT AREA

1. And Justice for All
2. Building the Future (CACFP poster)

POSTED IN CLASSROOM IN ONE PLACE

1. Emergency procedures (fire, tornado and earthquake) and evacuation plan (current map)
2. Emergency medical and dental plans
3. Drill log
4. Choking poster
5. First aid kit
6. Latex gloves/holder