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| **EMAA HEAD START ORGANIZATION OF LOCKED FILES**  *Rev. 3/2022* | | |
| 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 regarding Licensing  /Transportation/Transition  Consent for Release of Information  Health  Child Health/Nutrition History  Special Health Care Plan (if app)  Physical/Dental  Varicella shot/Lead screen/HIPPA Release  Participant Health Summary, #3030 (fall/spring)  CACFP: Enrollment Form for Day Care Centers  DIAL-4 (at the end of the year)  **In family file (or files)**  Parent, Family & Community Engagement Self-Asssessment/Family Partnership Agreement  PIR Tracking Information  Family Contact-Transaction-Goal Planner form (most recent on top, to encourage reviewing information)  Family Outcome Instrument | | Disabilities file (purple)  Refer to list of items on purple file folders.  Education - Portfolios  ***Front pocket (from front to back in this order)***  Family Engagement ChildPlus Data Entry (unless ASA has this form for data entry))  DIAL-4: Screening form  DIAL-4: Parent Questionnaire  Social/Emotional Screen  Then add during year….  IEP goals  Observations/Social-Emotional Support Plan  Note: *Throw away ‘Using DIAL Scores PORTFOLIO ORDER’ once you have enter what you need.*  ***In binder:***  Progress Report pages  Objectives (which have been flipped over)  ***Back***:  Green folder along with handouts which will be given to families during the year at P-T conferences and home visits.  Integrate ***Weekly Homework*** into the portfolio in a way that will support  1) various objectives (as homework uses 12 of the 19 objectives) and  2) parents in their efforts to return homework each week. |
| 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.  **EMAA HEAD START ORGANIZATION OF MATERIALS** | | |
| **HEAD START POLICIES, PROCEDURES AND OTHER MANDATED INFORMATION**  These Items are on the Website: eastmoaa.org  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 * EMAA/Head Start Policy Council Arbitration Board (formerly Internal Dispute Resolution) * Community Complaint Resolution (also post)   2. Head Start Procedures  3. EMAA Personnel Policies and Procedures  4. Performance Standards  5. Licensing Rules  6. Guidelines for Child Abuse and Neglect Report  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. Policy Council highlights/minutes (most recent) 7. Board of Directors highlights/minutes (most recent) 8. Community Complaint Resolution 9. Current newsletter 10. New community resources 11. Trainings of interest 12. 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 (including ASA)   Copies from original file in Central Office:  Current physical/TB test results  First Aid Certificate  CPR Certificate  Family Registry Screening  State Eligibility Letter  Also include:  Updated ChildPlus Training Report  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: 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  c. State Eligibility Letter for Director and Board Chairperson  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  4. *Memos/Job Announcements*  **POSTED IN A PROMINENT AREA**  1. And Justice for All poster  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 | |