



EMA HEAD START ORGANIZATION OF LOCKED FILES

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-
Assessment/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.



EMA 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:
 - a. Current physical/TB test results
 - b. First Aid Certificate
 - c. CPR Certificate
 - d. Family Registry Screening
 - e. State Eligibility LetterAlso include:
 - f. Updated ChildPlus Training Report
 - g. 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

