

Child's Name _____ Center _____ Disenrollment Date _____

1st Year / 1st Day of Attendance (Enroll Date) _____ D.O.B. _____

DACHS ORGANIZATION OF CHILD'S 2nd YEAR FILE

Place forms in Center Child's File in the order shown below:

1. ENROLLMENT INFORMATION

- DACHS Parent Agreement Form
- Permission Form
- Family Situation Policy
- Immunization Record/Appointment Card
- Identification Card Copy
- Emergency Contact Form
- Notification of Emergency Changes

2. HEALTH/NUTRITION

- Child's Developmental Health History
- DACHS Nutrition Information
- Physical Exam Form Lead/HGB/HCT
- Physical Exam Appointment Card
- Dental Exam Form Health Report Card
- Dental Exam Appointment Card
- Lead Risk Questionnaire
- Vision/Hearing Screening Form

3. HEALTH/NUTRITION REFERRAL & DOCUMENTATION

- Child Accident Report (original/s)
- Copy of Referral Form; H/N Specialist/Parent
- Authorization forms signed by parents
- Parent Reminders
- Consent for Blood Lead Screen
- Reminder/Release Blood Lead Screen/Hgb/HCT Test
- Immunization Reminder for Parents
- Health/Nutrition Information Monitoring Sheet
- Other Health Documentation
- Documentation on Potty Training – Center Only
- Individual Health/Diet Plan – Center Only
- Medication Forms (copy of the originals)
- Doctor's Note on Allergies – Center Only

4. MENTAL HEALTH/FOLLOW-UP

- Parent/Guard. Perm. Form Obs. of Child by Spec.
- Child Behavioral Incident Reports (signed original/s) – Center Only
- Mental Health Ref. Docs. (parent release, faxes, etc.)
- Other Mental Health / Behavioral Documentation
- Parent ASQ:SE Results Letter
- Ages & Stages Questionnaire: Social/Emotional

5. FAMILY SERVICES/FOLLOW-UP

- PFCE Assessment
- Parent Gauge Assessments:
 - Mid Post
- Family Services Referral & Documentation
- Referral Feedback Questionnaire
- Family Partnership Follow-Up
- Family Partnership Agreement

6. EDUCATION

- Student Profile
- Home Visit I Form
 - *Individual School Readiness Plan (Fall)
 - *Dual Language Learner Plan (if applicable)
- Parent/Teacher Conference I Form
 - *Parent Teacher Questionnaire
 - *(FCF) GOLD Family Conference Form (Fall)
 - *Individual School Readiness Plan (Winter) 2 - 4 ongoing goals
- Home Visit II Form
 - *Individual School Readiness Plan (Spring) update goals
 - *(FCF) GOLD Family Conference Form (Winter)
- Parent/Teacher Conference II Form
 - *(FCF) GOLD Family Conference Form (Spring)
 - *(ICR) Individual Child Report (Fall-Spring)
- Observation Notes GOLD
- Field Trip Permission Forms*
(*FORM NEEDED FOR EACH TRIP TAKEN)

7. DISABILITY/TRANSITION/FOLLOW-UP

- Denver II & Summary
- Consent for Child Denver II (if applicable)
- Disability Referral & Documentation
- Diagnostic/Evaluation Reports
- IEP or IFSP
- Alignment Tool – IEP/IFSP, ILP, Lesson Plans
- Transition Verification Form (Original)

8. PARENT INVOLVEMENT

- Monthly Absences (from Child Plus) – Center Only
- Doctor's Absence Excuses
- Parent Involvement Opportunities – Center Only
- Parent Handbook Acknowledgment – Center Only

ENROLLMENT INFORMATION

CHILD'S 2ND YEAR FILE

Place Forms in Order Shown Below:

- DACHS Parent Agreement Form**
- Permission Form**
- Family Situation Policy**
- Immunization Record/ Appointment Card**
- Identification Card Copy**
- Emergency Contact Changes**
- Notification of Emergency Changes**

HEALTH/NUTRITION

CHILD'S 2ND YEAR FILE

Place Forms in Order Shown Below:

Re-enrollment Health/Nutrition Questionnaire

Physical Exam Form

Physical Appointment Card

Lead Blood Reading/HGB/HCT Reading

Dental Exam Form

Dental Appointment Card

Health Report Card

Vision/Hearing Screening Form

HEALTH/NUTRITION REFERRAL & DOCUMENTATION

CHILD'S 2nd YEAR FILE

Place Forms in Order Shown Below:

- 1. Child Accident Report (original/s) – Center Only**
- 2. Copy of Referral Form from Health/Nutrition Specialist/parent**
- 3. Authorization forms signed by parents**
- 4. Parent Reminders**
- 5. Consent for Blood Lead Screen**
- 6. Reminder and Release Form for Blood Lead Screen & Hgb/HCT Test**
- 7. Immunization Reminder for Parents**
- 8. Health/Nutrition Information Monitoring Sheet**
- 9. Other Health Documentation**
- 10. Documentation on potty training – Center Only**
- 11. Individual Health/Diet Plan – Center Only**
- 12. Medication Forms (copy of the originals)**
- 13. Doctors note on allergies (food, medications, insects) – Center Only**

MENTAL HEALTH FOLLOW-UP

CHILD'S 2nd YEAR FILE

Place Forms in Order Shown Below:

- 1. Parent/Guardian Permission Form for Observation of Child by Specialist**
- 2. Child Behavioral Incident Reports (signed original/s) – Center Only**
- 3. Mental Health Referral Documentation (parent release, facsimile, etc.)**
- 4. Other Mental Health / Behavioral Documentation**
- 5. Parent ASQ:SE Results Letter**
- 6. Ages & Stages Questionnaire; Social/Emotional (ASQ:SE)**

FAMILY SERVICES/ FOLLOW-UP

CHILD'S 2ND YEAR FILE

Place Forms in Order Shown Below:

PFCE Assessment

Parent Gauge Assessments:

Mid

Post

Family Services Referral & Documentation

Referral Feedback Questionnaire

Family Partnership Follow-Up

Family Partnership Agreement

**Documentation: Redi-Letters
Memos
Schedule Change
Legal Documents
(Court orders, custody, etc.)
Etc.**

EDUCATION

CHILD'S 2ND YEAR FILE

Place Forms in Order Shown Below:

Student Profile

Home Visit I Form

- Individual School Readiness Plan (Wellness Goal)
- Dual Language Learner Plan (if applicable)

Parent/Teacher Conference I Form

- Parent Teacher Questionnaire
- (FCF) GOLD Family Conference Form (Fall)
- Individual School Readiness Plan (Fall) 2-4 ongoing goals

Home Visit II Form

- Individual School Readiness Plan (Spring) update goals
- (FCF) GOLD Family Conference Form (Winter)

Parent/Teacher Conference II Form

- (FCF) GOLD Family Conference Form (Spring)
- (ICR) Individual Child Report (Fall-Spring)
- Individual School Readiness Plan (Spring)

Field Trip Permission Forms* - Center Only

(*FORM NEEDED FOR EACH TRIP TAKEN)

DISABILITY/TRANSITION/ FOLLOW-UP

CHILD'S 2ND YEAR FILE

- Denver II & Summary**
- Consent for Child Denver II (if applicable)**
- Disability Referral & Documentation**
- Diagnostic/Evaluation Reports**
- IEP OR IFSP**
- Alignment Tool – IEP/IFSP, ILP, Lesson Plans**
- Transition Verification Form (Original)**

Documentation:

Redi-Letters

Contact Forms

Memos

etc.

**(File by date order with the
most current information
on top)**

PARENT INVOLVEMENT

CHILD'S 2ND YEAR FILE

Place Forms in Order Shown Below:

- Monthly Absences (from Child Plus) - Center Only**
- Home Visit Log – Home-Base Only**
- Parent Involvement Opportunities - Center Only**
- EHS Recruitment Form**
- Parent Handbook Acknowledgment - Center Only**