 **Head Start/GSRP Family Contacts Checklist for Classroom Staff**

Bold and italicized are forms that can be found at [**www.nmcaahs.com**](http://www.nmcaahs.com)

**During any time if a change in a family’s information changes (address, phone number, new baby, etc.), complete a *Change of Status* and send to DMT**

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| **FACE TO FACE ORIENTATION (to be completed prior to first day of school):** | | | |
| **Required Paperwork to be Completed by the Family:** | | **As Needed Paperwork Based on the Child’s Application:** | |
| ***Child Information Record*** | | ***Emergency Care Plan*** and ***Medication Authorization*** (Refer to ***Allergy and*** ***Health Monitoring Form)*** | |
| ***Parent/Guardian Release*** | | ***Disclosure with Parental Consent*** for referrals | |
| ***USDA Participant Enrollment Form*** and ***Participant/Parent-Guardian Letter*** (HS and HS/GSRP Blend Only) (on green paper) | | ***Special Diet Statement and Parent Request to Provide Food*** (refer to ***Allergy and Health Monitoring Form*** and*Program Support*for guidance) | |
| ***Household Income Eligibility Statement*** with ***Instructions*** and ***Participant/Parent-Guardian Letter*** (100% GSRP) (on green paper) | |
| ***Parent Pick Up Letter*** and ***Parent Pick Up Policy*** | | ***Other Parent Contact Information*** | |
| ***Bus Information for Parents*** for all families with any type of bussing | | ***3 Year Old Waiver*** for children turning 3 between 9/1 and 12/1 (HS only) | |
| ***Open House*** reminder postcard | | ***Authorization for Releasing an Enrolled Child to a Minor*** | |
| ***Head Start Orientation Training and Family Partnership Agreement (HS)*** or ***GSRP Orientation Training Review (GSRP)*** | |  | |
| ***Child’s Health History*** | |  | |
| **Required Items to be Reviewed in the Head Start/GSRP Parent Handbook at Orientation** | | | |
| * Attendance | * Guidance Policy | | * Releasing Children to Authorized and Unauthorized Adults |
| * Program Safety | * Pedestrian Safety | | * Active Supervision |
| * What to do when your child is sick/Sick Policy | * Inkind- ***What is In-kind*** guidance (HS only) | | * Weather Policy |
| * NMCAA Health Plan | * Volunteer Screening and Supervision Policy | | * NMCAA Lockdown/Active Shooter Notification |
| * ESI-r/ASQ screener |  | |  |
| **1st HOME VISIT (to be completed one time between August and November)** | | | |
| ***School Readiness begins with Health*** | | Discuss GOLD objectives/dimensions-assessing children 3 times a year | |
| ***Child and Family School Readiness Plan*** | | Discuss Parent Meeting and Policy Council Elections and when it will take place (HS only) ***Family Engagement Activities Guidance and Resources*** | |
| ***Conscious Discipline Breathing Cube Activity*** | | ESI-r screener – ISD collaboration | |
| ***Pedestrian Safety*** handout | |  | |
| **OPEN HOUSE: (to be scheduled before 1st day of school)** | | | |
| Handwashing training and ***Handwashing Handout*** | | Family Photos | |
| Classroom Calendar-specific to your classroom | | Snack available for families | |
| Magnets with classroom information | | Community Resource Directory | |
| Families review Parent Corner and Emergency Postings | |  | |
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Refer to the ***Open House Guidance*** and ***Home Visit Guidance*** for more specific guidance.

8/22 Distribution: Classroom Staff complete prior to children’s first day of school P://Head Start Files/Orientation Paperwork/ Family Contacts Checklist