

LOWER COLUMBIA COLLEGE HEAD START/EHS/ECEAP**Form Log for Head Start Families****Check When Completed and/or Date When Form Sent In to Be Processed****1st School Readiness Home Visit**

☐ ASQ-3 and ASQ-SE2
☐ Contact Information Form (*cpnet 1520*)
☐ Change of Status Form (*send to Admin*)
☐ Parent Agreement Contract
☐ CACFP (USDA) Enrollment Form (*send to Program Coordinator*)
☐ School Readiness Individualized Learning Plan
☐ School Readiness Home Learning In-kind
☐ Program School Readiness Goals
☐ Ways to Say Goodbye
☐ TSG Home Language Survey
☐ Pyramid Model Reinforcer Inventory
☐ Other

Forms As Needed Basis

☐ Transportation Form (*send to Area Manager*)
☐ Allergy/Medication Needs
☐ Fluid Milk Substitution Form (*send to Health Coordinator*)
☐ Working Day/WCCC Parent Agreement
☐ Working Day/WCCC Schedule

Forms for Returning Children/Date

☐ Health History Review
☐ Dental ROI _____
☐ Medical ROI _____
☐ School District ROI _____
☐ WIC ROI _____
☐ Other _____

45-Day Screenings/Date

☐ ASQ-3 and ASQ-SE2
☐ Parent Handbook (*completed at orientation*) (*all students*)
☐ Parent Orientation Activity
☐ Parent Handbook/Acknowledgement Form (*completed at orientation*) (*all students*)

1st Family Visit

☐ Family Connections Tool (*SMART Goals*)
☐ Medical/Dental In-Kind
☐ Kinder Kids Birth Certificate Y or N

Fall Parent Teacher Conference

☐ Review Pre-Conference Survey (*EDUC 2b*)
☐ TS Gold Report
☐ Update SR Individualized Learning Plan

☐ Creative Curriculum Handout
☐ Fall Parent Survey
☐ Parent/Child Activity
☐ Handout on Bilingualism for Dual Language Learners

Fall Parent Teacher Conference (cont.)

☐ Screening Summary (*copy to Admin and parent*)

2nd Family Visit

☐ Family Connections Tool Update
☐ Home Safety Checklist
☐ Fire Drill Practice Sheet
☐ Emergency Card
☐ FLUP Medical/Dental In-Kind
☐ Parent Connection Activity

2nd School Readiness Home Visit

☐ TS Gold Report
☐ Update SR Individualized Learning Plan
☐ Parent/Child Activity

3rd Family Visit

☐ Family Connections Tool Update
☐ Home Safety Checklist Update
☐ Kindergarten Applications
☐ Sibling Applications
☐ Parent Connection Activity

Spring Parent/Teacher Conference

☐ Review Pre-Conference Survey
☐ TS Gold Report
☐ Update SR Individualized Learning Plan
☐ Kindergarten Transition Summary Packet
☐ Characteristics of Children Entering Kindergarten
☐ Follow-up with Kindergarten Registration Process
☐ Parent/Child Activity
☐ Summertime Activities

4th Family Visit Topics/Items

☐ Sibling Applications
☐ Kindergarten Transition
☐ Family Check-In/Update

(C: 07/18; R: 07/26)