

LOWER COLUMBIA COLLEGE Head Start/EHS/ECEAP

Form Log for ECEAP Families

Check When Completed and/or Date When Form Sent In to Be Processed

1st 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
- ☐ Family Pre-Assessment
- ☐ Family Connections Tool & ECEAP Goals
- ☐ TSG Home Language Survey
- ☐ Pyramid Model Reinforcer Inventory
- ☐ Ways to Say Goodbye
- ☐ Other

Forms As Needed Basis

- ☐ Transportation Request Form (*send to Area Manager*)
- ☐ Allergy/Medication Needs
- ☐ Fluid Milk Substitution Form (*send to Health Coordinator*)

Forms for Returning Children/Date

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

45-Day Screenings/Date

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

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

- ☐ Handout on Bilingualism for Dual Language Learners

2nd Family Visit Topics/Items

- ☐ Family Connection Tool Update
- ☐ Family SMART Goal Setting Check-in
- ☐ Mid-Year Check-in Due in March
- ☐ Fire Drill Practice Sheet
- ☐ Emergency Card
- ☐ Medical/Dental In-Kind
- ☐ Parent Connection Activity

Winter Parent Teacher Conference

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

3rd Family Visit Topics/Items

- ☐ Family Connection Tool Update
- ☐ Family SMART Goal Setting Check-in
- ☐ Home Safety Checklist Update
- ☐ Kindergarten Applications
- ☐ Sibling Applications
- ☐ Parent Connection Activity

Spring Parent/Teacher Conference

- ☐ Review Pre-Conference Survey (*EDUC 2b*)
- ☐ 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/Post-Assessment