***MISSISSIPPI COUNTY, ARKANSAS, E.O.C.***

***EARLY CHILDHOOD EDUCATION DEPARTMENT***

**1302.12 (j)2(k)1(3)**

**CHILD FILES UP-KEEP AND MANAGEMENT**

**POLICY:**

Enrollment folders will be maintained for two years before changing out any essential paperwork by the ERSEA and FSA staff. Child Files shall remain in the classroom for each of their children and families in the MCAEOC Head Start and Early Head Start programs and partnerships. Family Service will work with all departments to maintain complete and accurate files each program year.

**PROCEDURES:**

1. All paperwork within the child folder will be good for two years.
2. After two years all essential paperwork will be updated and/or replaced

and family income verified when applicable. Early Head Start participants’ income and Child File are good until they enter the Head Start program.

1. Family Information update form will be used to capture the following as needed;
* Name change (with proper documents)
* Address or phone # change
* Change of Insurance (copy of insurance)
* Emergency Contact Information
* Parental/Marital/Foster Status (with proper documentation)
* Addition to the family
* Employment status

Note: Due to the 2020 Pandemic, new procedures and safety precautions will significantly limit interaction and visitation in the classrooms and centers. The new procedures will ensure the safety of all persons and efficiently engage staff, children and their families.

The following information pertains to the regular up-keep of the particular child files.

**Main Child File**

1. ***Child Files will be placed in the classroom***. (The small blue teacher folder will be completely eliminated.)
2. Child Files and any personally identifiable information will remain under lock and key (file desk drawer or file cabinet) and kept confidential at all times when not in use.
3. File pockets or folders will be placed in an easily accessible place directly inside of the door. Teachers will leave documentation in one pocket for FS staff to collect. An additional file will be placed for FS staff to leave items for teaching staff. The location of this file will preserve the confidentiality of the contents.
4. Family Service staff will collect, file, and complete data entry for all time sensitive documentation, screenings and services. (i.e. The Brigance and IEP/IFSPs are received by the FSAs from the teachers; FSAs file in the Child’s File).
5. Classroom and Family Service staff will keep their supervisors and content-area managers informed of necessary supplies needed to ensure an efficient record-keeping, communication, and ongoing monitoring system.
6. Family and Community Partnership Specialists, ERSEA Coordinator, and Center Monitors will monitor monthly and provide feedback for any corrections, referrals, and/or follow-ups.
7. Hard copy Child/ Family eligibility files will be destroyed five years after the child ages out of the MCAEOC HS/EHS program. Electronic files will be maintained on a secured server that only designated personnel can access.
8. Teachers are responsible for copying the Brigance and the two summary pages and placing them in the FSA file/basket immediately after completion. Teachers should also send an email or call FSAs to pick up the time-sensitive information so that it can be placed in the Child File or myHeadStart.

**ABC Child File**

Children’s files should have the following documentation (10% will be pulled randomly for review):

o Signed and dated application

o Eligibility documentation

o Birth certificate or hospital birth record

o Emergency contact information

o Complete developmental screenings, including referral information if child did not pass screening

o Copies of the IFSP/IEP, if applicable

o Health screenings, including vision and hearing tests

o Parent/Teacher conference summaries

o Work Sampling documentation

a. Portfolios

b. Teacher observations