

Mercer County Head Start Policies and Procedures

P/P Topic:	Permanent Files – Child and Family	P/P #:	032
Part:	1304	PC Approval Date:	10/23/2008
Subpart:	Program Design and Management	Last Reviewed Date:	10/23/2008
Section Title(s):	Management and Systems Procedures	Implementation Responsibility:	Secretarial Staff, Family Advocates, Education Staff, Management Team
Related Performance Standard(s):	1304.51(g)	Monitoring Responsibility:	File Checks, Executive Director

(A) Policy	Upon admission a permanent file will be prepared for all children. The following items, at a minimum, will be maintained in each child’s file.
(B) Responsibility	All Staff
(C) Procedure	<ul style="list-style-type: none"> • Health Records <ul style="list-style-type: none"> ▪ Health Assessment ▪ Dental Report ▪ Immunization Record ▪ Emergency Medical Authorization Form • Education Records <ul style="list-style-type: none"> ▪ DECA ▪ Internet Usage Policy ▪ Brigance ▪ IEP (if applicable) • Family Information <ul style="list-style-type: none"> ▪ Pedestrian Safety Agreement ▪ Enrollment Packet ▪ Family Needs Assessment ▪ Parent Involvement Questionnaire ▪ Proof of Income-located in Family Advocate office ▪ Copy of Social Security Card- no longer required ▪ Copy of Birth Certificate or other documentation

