

**DACHS ORGANIZATION OF CHILD'S 1<sup>st</sup> YEAR FILE**

**Place forms in Center Child's File in the order shown below:**

**1. ENROLLMENT INFORMATION**

- DACHS Parent Agreement Form
- Permission Form
- Family Situation Policy
- Immunization Record/Appointment Card
- Identification Card Copy
- Emergency Contact Form
- Notification of Emergency Changes

**2. HEALTH/NUTRITION**

- Child's Developmental Health History
- DACHS Nutrition Information
- Physical Exam Form     Lead/HGB/HCT
- Physical Exam Appointment Card
- Dental Exam Form     Health Report Card
- Dental Exam Appointment Card
- Lead Risk Questionnaire
- Vision/Hearing Screening Form

**3. MENTAL HEALTH/HEALTH/NUTRITION FOLLOW-UP**

**Mental Health Referral & Documentation**

- Parent/Guard. Perm. Form Obs. of Child by Spec.
- Child Behavioral Incident Reports (signed original/s) – Center Only
- Mental Health Ref. Docs. (parent release, faxes, etc.)
- Other Mental Health / Behavioral Documentation
- Parent ASQ:SE Results Letter
- Ages & Stages Questionnaire: Social/Emotional

**Health/Nutrition Referral & Documentation**

- Child Accident Report (original/s)
- Copy of Referral Form; H/N Specialist/Parent
- Authorization forms signed by parents
- Parent Reminders
- Consent for Blood Lead Screen
- Reminder/Release Blood Lead Screen/Hgb/HCT Test
- Immunization Reminder for Parents
- Health/Nutrition Information Monitoring Sheet
- Other Health Documentation
- Documentation on Potty Training – Center Only
- Individual Health/Diet Plan – Center Only
- Medication Forms (copy of the originals)
- Doctor's Note on Allergies – Center Only

**4. FAMILY SERVICES**

- PFCE and School Readiness Home Activity
- PFCE Assessment – Check Points  
Fall, Winter, Spring
- Family Partnership Agreement
- Partnership Follow-Up

**5. FAMILY SERVICES FOLLOW-UP**

- Family Services Referral & Documentation
- Referral Feedback Questionnaire

**6. EDUCATION**

- Student Profile
- Home Visit I Form
  - \*Individual School Readiness Plan (Fall)
  - \*Dual Language Learner Plan (if applicable)
- Parent/Teacher Conference I Form
  - \*Parent Teacher Questionnaire
  - \*(FCF) GOLD Family Conference Form (Fall)
  - \*Individual School Readiness Plan (Winter) 2 - 4 ongoing goals
- Home Visit II Form
  - \*Individual School Readiness Plan (Spring) update goals
  - \*(FCF) GOLD Family Conference Form (Winter)
- Parent/Teacher Conference II Form
  - \*(FCF) GOLD Family Conference Form (Spring)
  - \*(ICR) Individual Child Report (Fall-Spring)
- Observation Notes GOLD
- Field Trip Permission Forms\*  
**(\*FORM NEEDED FOR EACH TRIP TAKEN)**

**7. DISABILITY/TRANSITION/FOLLOW-UP**

- Denver II & Summary
- Consent for Child Denver II (if applicable)
- Disability Referral & Documentation
- Diagnostic/Evaluation Reports
- IEP or IFSP
- Alignment Tool – IEP/IFSP, ILP, Lesson Plans
- Transition Verification Form (Original)

**8. PARENT INVOLVEMENT**

- Monthly Absences (from Child Plus) – Center Only
- Parent Involvement Opportunities – Center Only
- Parent Handbook Acknowledgment – Center Only
- Home Visit Log – Home-Base Only

# **ENROLLMENT INFORMATION**

## **CHILD'S FILE**

**Place Forms in Order Shown Below:**

- DACHS Parent Agreement Form**
- Permission Form**
- Family Situation Policy**
- Immunization Record/ Appointment Card**
- Identification Card Copy**
- Emergency Contact Form**
- Notification of Emergency Changes**

# HEALTH/NUTRITION

## CHILD'S FILE

### Place Forms in Order Shown Below:

- Child's Developmental Health History (Bottom of this Section)**
  
- DACHS Nutrition Information**
  
- Physical Exam Form**
- Physical Appointment Card**
  
- Lead Blood Reading/HGB/HCT reading**
  
- Dental Exam Form**
- Dental Appointment Card**
  
- Health Report Card**
  
- Lead Risk Questionnaire**
  
- Vision/Hearing Screening Form**

# **MENTAL HEALTH HEALTH/NUTRITION FOLLOW-UP**

## **CHILD'S FILE**

### **Place Forms in Order Shown Below:**

#### **Mental Health Referral & Documentation**

- 1. Parent/Guardian Permission Form for Observation of Child by Specialist**
- 2. Child Behavioral Incident Reports (signed original/s) – Center Only**
- 3. Mental Health Referral Documentation (parent release, facsimile, etc.)**
- 4. Other Mental Health / Behavioral Documentation**
- 5. Parent ASQ:SE Results Letter**
- 6. Ages & Stages Questionnaire; Social/Emotional (ASQ:SE)**

#### **Health/Nutrition Referral & Documentation**

- 1. Child Accident Report (original/s) – Center Only**
- 2. Copy of Referral Form from Health/Nutrition Specialist/parent**
- 3. Authorization forms signed by parents**
- 4. Parent Reminders**
- 5. Consent for Blood Lead Screen**
- 6. Reminder and Release Form for Blood Lead Screen & Hgb/HCT Test**
- 7. Immunization Reminder for Parents**
- 8. Health/Nutrition Information Monitoring Sheet**
- 9. Other Health Documentation**
- 10. Documentation on potty training – Center Only**
- 11. Individual Health/Diet Plan – Center Only**
- 12. Medication Forms (copy of the originals)**
- 13. Doctors note on allergies (food, medications, insects) – Center Only**

**Documentation: Redi-Letters  
Memos**

# **FAMILY SERVICES**

## **CHILD'S FILE**

**Place Forms in Order Shown Below:**

**PFCE School Readiness Home Activities**

**PFCE Assessment:**

**Fall**

**Winter**

**Spring**

**Family Partnership Agreement**

**Family Partnership Follow-Up**

# **FAMILY SERVICES FOLLOW-UP**

## **CHILD'S FILE**

**Family Services Referral & Documentation**

**Referral Feedback Questionnaire**

**Documentation: Redi-Letters  
Memos  
Schedule Change  
Legal Documents  
(Court orders, custody, etc.)  
Etc.**

# EDUCATION

## CHILD'S FILE

**Place Forms in Order Shown Below:**

### **Student Profile**

#### **Home Visit I Form**

- Individual School Readiness Plan (Fall)**
- Dual Language Learner Plan (if applicable)**

#### **Parent/Teacher Conference I Form**

- Parent Teacher Questionnaire**
- (FCF) GOLD Family Conference Form (Fall)**
- Individual School Readiness Plan (Winter) 2-4 ongoing goals**

#### **Home Visit II Form**

- Individual School Readiness Plan (Spring) update goals**
- (FCF) GOLD Family Conference Form (Winter)**

#### **Parent/Teacher Conference II Form**

- (FCF) GOLD Family Conference Form (Spring)**
- (ICR) Individual Child Report (Fall-Spring)**

**Field Trip Permission Forms\* - Center Only**  
**(\*FORM NEEDED FOR EACH TRIP TAKEN)**

# **DISABILITY & TRANSITION FOLLOW-UP**

## **CHILD'S FILE**

- Denver II & Summary**
- Consent for Child Denver II (if applicable)**
- Disability Referral & Documentation**
- Diagnostic/Evaluation Reports**
- IEP or IFSP**
- Alignment Tool – IEP/IFSP, ILP, Lesson Plans**
- Transition Verification Form (Original)**

### **Documentation:**

**Redi-Letters  
Contact Forms  
Memos  
etc.**

**(File by date order with the  
most current information  
on top)**



# **PARENT INVOLVEMENT**

## **CHILD'S FILE**

**Place Forms in Order Shown Below:**

- Monthly Absences (from Child Plus) - Center Only**
  
- Parent Involvement Opportunities - Center Only**
  
- Parent Handbook Acknowledgment - Center Only**
  
- Home Visit Log – Home-Base Only**