


Community Action Team, Inc
CHILD & FAMILY DEVELOPMENT PROGRAMS
 End of Year Procedure for Sending in Child Files

FOR EACH ENROLLED CHILD'S FILE, PLEASE DO THE FOLLOWING:

1. Please remove all rubber bands, string, metal prongs, binder clips, combs and plastic sheet protectors from files. (*Paper clips do not need to be removed.*) Do not bind files together with string or rubber bands.
2. Place contents of each child's file (all papers) into a hanging file folder. Use the plastic tab that comes with the hanging files and write the child's name on the file tab in pen or marker so it's visible. (like the picture to the right)
3. Alphabetized each class using CP roster (Legal last name first) and put them in 
4. Wait list and dropped kids – The files and information for children who are/were on the wait list or who never attended class and kids who have dropped from the program should be grouped together and put in a hanging file with a file tab that says “Wait List” or “Dropped”. These files are sent with the enrolled children's files to Admin.
5. Two Family Files – The child's file should be prepared as stated in section I. Each parent's file should be sent in a manila file folder inside the child's hanging file. The names should be written clearly and visibly on the tab of the file folders.
6. **REMINDER:** You will keep all file folders (colored and manila) from each child's file for next year's file setup, so please remove them before submitting the kid files to the Rainier Admin office. If you need hanging file folders to set up for next year's kids you can order them from any office store.
7. Files should be in to the Rainier Admin office by the end of June. Please ensure that the procedure has been followed. If not, files will not be accepted until corrected.

NOTE: Send in:

1. Weekly – Procurement with receipts to Fiscal
2. Monthly – Dirty menus and Food Substitutions to Admin
3. Upon Enrollment – USDA Enrollment Form uploaded to CP, send original to Admin