

Community Action Team, Inc.
CHILD & FAMILY DEVELOPMENT PROGRAMS
Family Introduction Procedure

Procedure 5-13

To ensure the safety and well-being of children, the program requires specific information to be shared and discussed with families. Prior to the child's entry (first day of class or first home visit) into the program, Form 5-13a – Family Introduction Checklist, will be completed after sharing information and **document in Child Plus in the Family Service module. Upload attachments to the Family Service module and shred the originals.**

It is expected that information is shared in a parent friendly manner by building positive relationships while treating everyone with dignity and respect. The intent is to share information without overwhelming parents by summarizing and highlighting important information. When sharing information highlight the importance of building home-school connections. Phrasing will emphasize connection, relationships, and partnerships as opposed to simply filling out the form. For example, when discussing the SmartTeach and ReadyRosie Permission form this is an opportunity to highlight the ability for the program to share photos of the child at school with the family, and for the family to send back photos of their child demonstrating a new skill, or practicing something they are really working on. Parents may request a written copy of any policy or procedure. Staff will print and provide at no cost to parent.

Sharing program policies, procedures and completion of forms is a shared responsibility of all team members. Centers and home visitors will establish a plan for completing the required enrollment documents during a meet-and-greet or introduction in a family friendly manner. Plans may be individualized to meet center, family, and community needs.

Required information and paperwork will be completed for all new families enrolled throughout the year. This may be completed on the first day the child attends, provided the parent/guardian is on site until all required forms are complete or on the first home visit.

Note: Child must have at least one immunization in each required category for the child's age or a signed exemption to attend per Oregon State guidelines.

The Parent Handbook contains brief information on home visiting, PBIS and child guidance, health, inclement weather, socialization, transportation, tobacco free environments and more. Full policies and/or procedures may be reviewed and discussed with families as needed on an individual basis.

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The following additional items will need to be completed with parents:

- Within 30 days of entry, complete and upload to **Child Plus to the appropriate module (Education, Health, Family Services, etc.):**
 - Form 2-12 Home Visit Agreement Letter – signature required
 - Form 2-18 Child Protection Unit – signatures required
 - Family Interest Survey in Child Plus
 - Casey Eye Permission Form – signatures required
 - Dental Screen Form (where available) – signatures required

- Within 45 days of entry, complete and upload to **Child Plus to the education module:**
 - Form 2-2 **OR** 2-2a Child Learning Profile – Interest & Goals
 - Form 2-3 About My Child
 - Form 2-4 About My Family
 - Form 2-7 Individual Child Goals and Planning

Additional information on the importance and benefits of the following will be shared with families:

- Child Nutrition
- Hand-Washing
- Fluoride
- Attendance
- Volunteer opportunities

When identified as a need, the following will be shared:

- Civil Rights
- Medication
- Head Lice

The following will be sent home monthly:

- Menus (Center-base)
- Newsletters
- Calendars

All documentation is done in **Child Plus**.