

COMMUNITY ACTION TEAM, INC.
CHILD & FAMILY DEVELOPMENT PROGRAMS
 Family Introduction Checklist

Child's Name: _____

Parent Name: _____

Center: _____ Class: _____

Forms	Required Prior to Entry (Must be completed at Introduction)	Complete (√)
1-20	Confidentiality Form (Family Member)	
1-54	Child Arrival and Departure	
1-71	Volunteer Declaration (Family Member)	
2-28	General Permission (Education)	
2-53	SmartTeach/ReadyRosie Invitation – Assist parent account set-up (Education)	
3-11	Emergency Form (Paper file and copy in classroom notebook)	
3-44	Health History (Health)	
5-1	Permission Form (Health)	
5-1a	Social Media Agreement and Photo/Video Consent (Family Services)	
CACFP	Enrollment Form (Enrollment)	
ELD	Declaration of Viewing	
Program Parent Handbook reviewed with families and highlights shared		
Immunizations (at least one dose in each required area) or signed exemption		
Policy Council/Parent Group flyer and information was shared with family		
Photos of Child and Parent(s) uploaded to Child Plus		
Forms	Additional Requirements Prior to Entry (If Needed)	Complete (√)
3-46/3-48	Medical and Allergy Forms (Health)	
3-8	Medication Policy	
3-8a	Medication Log (Health and place original with medication)	
CACFP/3-1	Food Substitutions (Health)	

NOTE: This form is to ensure that all required enrollment documentation is completed prior to entry (first day of class). **Document the Family Introduction in Child Plus in the Family Service module. Upload this form to the Family Service module and shred the original. All signed forms to be uploaded to the appropriate Child Plus module and shred originals (see above). Any information that needs a plan or action will be documented as a separate event under the appropriate Child Plus module.** Reference Procedure 5-13.

Staff verifying completion: _____ Date: _____

Updated: 07/2026

For detailed Child Plus data entry, reference the Child Plus training manual.