

Twenty Steps to Partnership with Parents: Child/Family Checklist in Child's File

Child's Name _____

Administrative Checklist

Date/Staff Initials

Pre-Enrollment

Pre-Enrollment Information on the Program _____

Parent-Child Tour _____

Enrollment

Family Intake _____

Family Partnership Agreement _____

Parents' Handbook _____

Homebase _____

First Homebase

Date/Staff Initials

The Preschool Parent

Partnership Agreement (Preschool only) _____

Primary Caregiver _____

Note on What to Expect on the First Day _____

First-Day Preparation—Child and Family _____

First Six Weeks

First-Day Note/Fax/E-mail with Photo _____

Child Portfolio _____

Daily Information Sheet/Note/Journal _____

Director's Note after Three Weeks

One-Month Anniversary Note to Parents _____

New Family Homebase _____

Satisfaction Questionnaire _____

Ongoing

Date/Initials Date/Initials Date/Initials

Random Acts of Care and Kindness _____

Parents' Prime Times _____

Family Conference Twice a Year (Offered) _____

Family Room Departure: Questionnaire _____

Second Homebase

Date /Staff Initials

The Preschool Parent Partnership

Agreement (Preschool only)

Primary Caregiver

Note on What to Expect on the First Day

First-Day Preparation—Child and Family

First Six Weeks

First-Day Note /Fax /E-mail with Photo

Child Portfolio

Daily Information Sheet /Note /Journal

New Family Homebase

Satisfaction Questionnaire

Ongoing

Date /Initials Date /Initials Date /Initials

Random Acts of Care and Kindness

Parents' Prime Times

Family Conference Twice a Year (Offered)

The Preschool Parent and Center
Partnership Agreement (if Preschool)

Family Room Departure: Questionnaire

Third Homebase

Date /Staff Initials

The Preschool Parent Partnership

Agreement (Preschool only)

Primary Caregiver

Note on What to Expect on the First Day

First-Day Preparation—Child and Family

First Six Weeks

First-Day Note /Fax /E-mail with Photo

Child Portfolio

Daily Information Sheet /Note /Journal

New Family Homebase

Satisfaction Questionnaire

Ongoing

Date /Initials Date /Initials Date /Initials

Random Acts of Care and Kindness

Parents' Prime Times

Family Conference Twice a Year (Offered)

Family Room Departure: Questionnaire

Fourth Homebase

Primary Caregiver

Note on What to Expect on the First Day
 First-Day Preparation—Child and Family

First Six Weeks

First-Day Note /Fax /E-mail with Photo
 Child Portfolio
 Daily Information Sheet /Note /Journal
 New Family Homebase
 Satisfaction Questionnaire

Ongoing

Random Acts of Care and Kindness
 Parents' Prime Times
 Family Conference Twice a Year (Offered)
 Family Room Departure: Questionnaire

Date /Staff Initials

Date /Initials Date /Initials Date /Initials

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Fifth Homebase

Primary Caregiver

Note on What to Expect on the First Day
 First-Day Preparation—Child and Family

First Six Weeks

First-Day Note /Fax /E-mail with Photo
 Child Portfolio
 Daily Information Sheet /Note /Journal
 New Family Homebase
 Satisfaction Questionnaire

Ongoing

Random Acts of Care and Kindness
 Parents' Prime Times
 Family Conference Twice a Year (Offered)
 Family Room Departure: Questionnaire

Date /Staff Initials

Date /Initials Date /Initials Date /Initials

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____