

# 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)

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Family Room Departure: Questionnaire

\_\_\_\_\_

**Third Homebase**

**Date /Staff Initials**

***The Preschool Parent Partnership***

Agreement (Preschool only)

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Primary Caregiver

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Note on What to Expect on the First Day

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First-Day Preparation—Child and Family

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***First Six Weeks***

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

\_\_\_\_\_

Child Portfolio

\_\_\_\_\_

Daily Information Sheet /Note /Journal

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New Family Homebase

Satisfaction Questionnaire

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***Ongoing***

**Date /Initials    Date /Initials    Date /Initials**

Random Acts of Care and Kindness

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Parents' Prime Times

\_\_\_\_\_

Family Conference Twice a Year (Offered)

\_\_\_\_\_

Family Room Departure: Questionnaire

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**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**

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**Date /Initials    Date /Initials    Date /Initials**

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**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**

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**Date /Initials    Date /Initials    Date /Initials**

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