

Interdisciplinary Staffing Checklist and Notes - Preschool

Child:	Date of Birth:	Primary Language of Child:
Parents/Guardians:		Primary Language in Home:

Overview Staffing Date:	Enrollment Date:
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The Overview Staffing must be completed by September 30th, or within 30 days of start date. Check below if complete/up-to-date and in the family file. Remember to document on the *Family Contact Log/ELMS* that Staffing occurred (no additional notes necessary).

<i>Family File Access Log</i>	<i>Emergency Treatment and Consent Form</i>	<i>Declining Early Learning Health Services (if needed)</i>	<i>Health History (1-5 years)</i>	<i>Child Supplemental Food Plan AND/OR Child Health Plan (if needed)</i>	Immunizations	Well-Child Exam	Dental Exam	<i>Authorization to Release and Exchange Confidential Health Information</i>	<i>ASQ AND ASQ-SE* (*HS only)</i>	<i>Family Connections</i>	<i>Consent for Use of Interpreter (if needed)</i>

Date:

Attendance: Teacher Teacher Assistant FSS Center Director PSESD Coach/Consultant Other

Child/Family Strengths	Child/Family Needs (including Attendance)	Child/Family Goals	Follow-Up Plan	Person Responsible and Timeline	✓ if Done

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Second Staffing Date:											
If the second Staffing is also the Transition Staffing, complete items in the "Notes for Transition Staffing" section on page 5. Check below if complete/up-to-date and in the family file. Remember to document on the <i>Family Contact Log/ELMS</i> that Staffing occurred (no additional notes necessary).											
<i>Emergency Treatment and Consent Form</i>	<i>Declining Early Learning Health Services (if needed)</i>	Health Screenings	Immunizations	Well-Child Exam	Dental Exam	<i>Authorization to Release and Exchange Confidential Health Information</i>	<i>ASQ AND ASQ-SE* (*HS only)</i>	<i>Family Connections</i>	<i>Consent for Use of Interpreter (if needed)</i>	Family Support Home Visit	Parent-Teacher Conference
Date:											
Attendance: <input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Assistant <input type="checkbox"/> FSS <input type="checkbox"/> Center Director <input type="checkbox"/> PSESD Coach/Consultant <input type="checkbox"/> Other											
Child/Family Strengths	Child/Family Needs (including Attendance)	Child/Family Goals	Follow-Up Plan				Person Responsible and Timeline	✓ if Done			

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Third Staffing Date:												
If the third Staffing is also the Transition Staffing, complete items in the "Notes for Transition Staffing" section on page 5. Check below if complete/up-to-date and in the family file. Remember to document on the <i>Family Contact Log/ELMS</i> that Staffing occurred (no additional notes necessary).												
Emergency Treatment and Consent Form	Declining Early Learning Health Services (if needed)	Health Rescreen (if needed)	Immunizations	Well-Child Exam	Dental Exam	Authorization to Release and Exchange Confidential Health Information	ASQ AND ASQ-SE* Rescreen (if needed) *HS only	Family Connections	Family Strengths and Goal Planning Form	Family Support Home Visit	Parent-Teacher Conference	Consent for Use of Interpreter (if needed)
Date:												
Attendance: <input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Assistant <input type="checkbox"/> FSS <input type="checkbox"/> Center Director <input type="checkbox"/> PSED Coach/Consultant <input type="checkbox"/> Other												
Child/Family Strengths	Child/Family Needs (including Attendance)	Child/Family Goals	Follow-Up Plan				Person Responsible and Timeline	✓if Done				

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Fourth Staffing Date:										
Also complete items in the "Notes for Transition Staffing" section on page 5. Check below if complete/up-to-date and in the family file. Remember to document on the <i>Family Contact Log/ELMS</i> that Staffing occurred (no additional notes necessary).										
<i>Emergency Treatment and Consent Form</i>	<i>Declining Early Learning Health Services (if needed)</i>	Immunizations	Well-Child Exam	Dental Exam	<i>Authorization to Release and Exchange Confidential Health Information</i>	<i>Family Connections</i>	<i>Family Strengths and Goal Planning Form</i>	Family Support Home Visit	Parent-Teacher Conference	<i>Consent for Use of Interpreter (if needed)</i>
Date:										
Attendance: <input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Assistant <input type="checkbox"/> FSS <input type="checkbox"/> Center Director <input type="checkbox"/> PSESD Coach/Consultant <input type="checkbox"/> Other										
Child/Family Strengths	Child/Family Needs (including Attendance)	Child/Family Goals	Follow-Up Plan				Person Responsible and Timeline	✓ if Done		

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Notes for Transition Staffing

When a child leaves the program at any time during the program year, their final staffing is considered a Transition Staffing. This Staffing involves additional steps, as listed below, to make sure there is a smooth transition for the child/family and that there is proper documentation and archiving of the family file.

Check if complete:

Returning Child Information, if returning for the next program year, and complete the following:

Re-Enrollment Forms for Returning Children	
Document	Action
<input type="checkbox"/> <i>Emergency Treatment and Consent Form</i>	New form required
<input type="checkbox"/> <i>Certificate of Immunization Status (CIS)</i>	Update as needed
<input type="checkbox"/> <i>Health History (1-5 years)</i>	Review and Re-Sign New form required for 3 rd year
<input type="checkbox"/> <i>Authorization to Release and Exchange Confidential Health Information</i>	New form as needed
<input type="checkbox"/> <i>Child Supplemental Food Plan</i>	New form as needed
<input type="checkbox"/> <i>All Child Health Plans</i>	New form as needed
<input type="checkbox"/> <i>Declining Early Learning Health Services</i>	New form as needed
<input type="checkbox"/> <i>Family Connections</i>	New form required
<input type="checkbox"/> <i>Consent for Use of Interpreter</i>	New form as needed

- Copy made of family file and archived, if transitioning to Kindergarten/another program
- Kindergarten registration/transition to Kindergarten documents, if applicable
- ChildPlus/ELMS updated