

ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC. (RMDC)
HEAD START
CHILDPLUS REPORT 1520 (1520) AND CHANGE OF STATUS POLICY AND PROCEDURES

POLICY: RMDC Head Start ensures the safety of all Head Start children. It is the expectation that the Head Start child's parent(s)/guardian(s) will report "emergency contact" and "release to" information changes to Head Start staff immediately. RMDC Head Start staff will update changes on the 1520. It is the expectation of RMDC Head Start that staff and parent(s)/guardian(s) comply with the following Head Start 1520 and Change of Status Procedure.

PROCEDURES:

At time of intake: the parent(s)/guardian(s) complete an application for Head Start with an Eligibility Specialist, provide names, and contact information for "emergency contacts" and "release to" person. The ERSEA Family Advocate uploads the information to ChildPlus. The 1520 shows the child's primary and secondary adults and contact information on the top and the name(s) and contact information of the "emergency contacts" and "release to" person(s) on the bottom of the form.

Initial visit with family after enrollment: Teacher reviews the 1520 with the parent(s)/guardian(s) and updates information, highlighting all changes on the 1520. Teacher makes copy to retain, forwards original 1520 with changes to Head Start main office and puts it in ERSEA Family Advocate's mailbox. The Family Advocates and the Support Staff will update information in ChildPlus within two weeks of the start of school. When all 1520s have been updated for a class, Support Service Staff will run new 1520s; two copies for all classrooms, one copy in the Office Assistant mailbox (for Emergency Preparedness Risk Management Plan Notebook), and one copy routed to the School Principal or Building Administrator (when applicable). Scan and email updated 1520s to Townsend, Whitehall and Boulder. File the 1520 with changes noted in child's file at Head Start main office. Shred all outdated 1520s.

Individual Child Pictures: Education Staff will take the child's photo at the Open House, Initial Family Visit, or the latest by the 3rd day in class. The picture needs to be a close up of the child from their shoulders up. Send picture to change.of.status@rmdc.net. The subject line of the email will include the class number and child's first and last name. ERSEA Family Advocate will coordinate with Support Staff to upload pictures to ChildPlus.

When changes occur during the school year:

- Staff who receive the changes completes and signs a Change of Status Form, notes changes on the child's classroom 1520 and retains copy until receipt of the updated 1520.
- Head Start staff who receive the changes scans and emails the Change of Status to change.of.status@rmdc.net; shred Change of Status form after emailing as a scanned attachment. Classrooms located at the Main Office puts Change of Status in the Change of Status mailbox.
- Support Services and Family Service ERSEA staff monitors Change of Status emails and Change of Status mailbox daily.
- Change of Status regarding family contact information and emergency contact/ release information:
 1. Front Office Assistant enters updated information into ChildPlus.
 2. Front Office Assistant attaches updated 1520 to an email and emails to the Teacher, the Office Assistant (for the Emergency Preparedness Risk Management Plan Notebook), and the school Principal or Building Administrator (if applicable).

3. Front Office Assistant, or designee, attaches Change of Status form to child's ChildPlus file under application.
- Change of Status regarding changes in family dynamics, employment, or health information:
 1. Front Office Assistant attaches Change of Status form to child's ChildPlus file.
 2. Front Office Assistant forwards Change of Status on to the classroom Family Advocate who completes Family Advocate Change of Status form.
 3. Family Advocate forwards completed Family Advocate Change of Status form to ERSEA Family Advocate or designee who enters updated information into ChildPlus.
 4. ERSEA Family Advocate forward completed Family Advocate Change of Status form to Front Office Assistant.
 5. Front Office Assistant scans and attaches form to child's ChildPlus file.
 6. Front Office Assistant attaches updated 1520 to an email and emails to the Teacher, the Office Assistant (for the Emergency Preparedness Risk Management Plan Notebook), and the school Principal or Building Administrator (if applicable).
 - Staff prints updated 1520 and shreds the outdated 1520.