

Walter Fleming, Board President  
 Jessica McMoore, Executive Director



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## Child File Checklist

**Child's Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

Education			
<b>Classroom #</b>	<b>Teachers:</b> _____ _____		<b>Entry Date:</b> _____
			<b>*Note: All documents should be filed with most recent on top</b>
<b>Staff Initials</b>	<b>Date</b>	<b>Program: <u>EHS</u> Documents:</b>	<b>If Applicable</b>
		Developmental Screening: ASQ-3 (Fall)	
		Behavioral Screening: ASQ-SE (Fall)	
		Developmental Screening: ASQ-3 (Winter)	
		Behavioral Screening: ASQ-SE (Winter)	
		Behavioral Screening: ASQ-3 (Spring)	
		Behavioral Screening: ASQ-SE (Spring)	
		Individualized Development Plan (IDP)	
		TSG Assessment Checkpoints (Fall)	
		TSG Assessment Checkpoints (Winter)	
		TSG Assessment Checkpoints (Spring)	
		1 <sup>st</sup> Home Visit	
		1 <sup>st</sup> Home Visit Confirmation	
		2 <sup>nd</sup> Home Visit	
		2 <sup>nd</sup> Home Visit Confirmation	
		1 <sup>st</sup> Parent Conferences	
		Follow-up Assessment	
		2 <sup>nd</sup> Parent Conferences	

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		Follow- Up Assessment	
		Individual Care Plan Family Information Form	
		Individual Care Plan	
		Home Visit/Parent Conference Confirmation Form	
		Referrals	
		Correspondence / Other	