

ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC. (RMDC)
HEAD START
CHILDPUS 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 ensure changes are updated to the 1520. RMDC Head Start staff and parent(s)/guardian(s) are expected to 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 a Family Advocate and provide names and contact information for "emergency contacts" and "release to" person(s). Information is uploaded into 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.

At the Initial Classroom Visit: Teacher reviews the 1520 with the parent(s)/guardian(s) and updates information, highlighting all changes on the 1520. Teacher makes copy to retain and forwards original 1520 form with changes to Head Start main office, Support Services Manager's mail box. The Support Staff will update information in ChildPlus. **(This needs to be done in a timely process.)** New 1520's will be run; two copies for all classrooms, one copy in Bus Drivers mailbox (if applicable), 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 (if applicable). Updated 1520's for Townsend, Whitehall and Boulder will be scanned and emailed. The 1520 with changes noted will be filed in child's file at Head Start main office.

When changes occur during the school year:

- A Change of Status Form is completed and signed by staff who receives the changes.
- Head Start staff then routes the Change of Status to RMDC Head Start office and puts it in the Change of Status mailbox.
- Family and Community Partnerships (FCP) Staff or designee checks the Change of Status mailbox daily and enters updated information into ChildPlus, puts two copies of the 1520 in the Teacher's mailbox, one copy in the Bus Driver mailbox (if applicable), one copy in the Office Assistant mailbox (for the Emergency Preparedness Risk Management Plan Notebook), and one copy routed to the School Principal or Building Administrator (if applicable). Boulder, Whitehall and Townsend sites will email a scanned Change of Status form to the Family Engagement/Volunteer Coordinator and the updated 1520 will be emailed back to the Boulder, Whitehall and Townsend sites.
- Original copy of Change of Status is filed in child's file at the Head Start main office.
- All outdated 1520's except those filed in the child's file are shredded ASAP.