

**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 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 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 (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 Shred all outdated 1520s.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 teacher home visit, initial classroom visit, or the latest by the 3<sup>rd</sup> day in class. The picture needs to be a close up of the child from their shoulders up. Send picture to [rmdc.head.start@rmdc.net](mailto:rmdc.head.start@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. Note changes on the child's classroom 1520 and retain copy until receipt of the updated 1520.
- Head Start staff who receive the changes routes the Change of Status to RMDC Head Start office and puts it in the Change of Status mailbox.
- Support Services Staff checks the Change of Status mailbox daily and enters updated information into ChildPlus. The updated 1520 is attached to an email and emailed to the Teacher, 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 Support Staff. Support Service Staff emails the updated 1520 back to the Boulder, Whitehall and Townsend sites. Shred all outdated 1520s.
- File original copy of Change of Status in child's file at the Head Start main office.