

THIRD ENROLLMENT CONTACT TRACKING FORM

This form is to be used by the Teaching Staff when making the second enrollment/educational home visit. This home visit should be made by a member of the teaching staff that is assigned to the child's classroom. _____ Check if unsure of child's classroom assignment at this time.

Review previous form (First and Second Enrollment Contact) to check for items not covered.

Date _____ Child: _____ Center: _____

Person(s) Present: _____

The following topics are to be discussed during the visit. Place your initial on the line provided by each topic as it is discussed.

- _____ 1. Explain and complete Permission to Reveal/Obtain Confidential Information (2 copies).
- _____ 2. Explain and complete medical and dental provider names in appropriate places.
- _____ 3. Give copy of Child Care Licensing Regulations to parent. Give a brief explanation of the Regulation to include the need to visit the center before the child attends, no corporal punishment, personal safety curriculum. Have parent sign the following statement showing receipt of a copy of the regulations. **I have received a copy of the Child Care Licensing Regulations.** _____
- _____ 4. Discuss and leave Personal Safety Information.
- _____ 5. Need for parent volunteers (explain calendar method, ways to volunteer).
- _____ 6. Volunteer rules (explain and sign). Include 30 day TB skin test requirement.
- _____ 7. Review Fathers Make a Real Difference brochure - leave with parent or guardian.
***brochure located in folder.**
- _____ 8. Review Fatherhood Project form. Get parent/ guardian to complete form. One copy goes to office. Original kept in record.
- _____ 9. If the child's home water source is not fluoridated; discuss the importance of fluoride in the development of healthy teeth; offer to obtain water sample to have tested for fluoride; results will be given to parent to take to child's doctor or dentist to see if home fluoride prescription is needed, or child may be eligible to receive fluoride at the center. If the parent wants the home tested, make arrangements to obtain water specimen from home water system.
Instructions for collection to check fluoride content drinking water.
 - a) Using a kitchen or bathroom faucet allow cold water to run for at least 30 seconds.
 - b) Rinse out the sample bottle twice before filling.
 - c) Fill sample bottle with cold water and screw on cap firmly.
 - d) Return specimen to Head Start office.
- _____ 10. Explain importance of Open House attendance.
- _____ 11. Observe child and parent together/ leave item or activity for child.
- _____ 12. Review your center's disaster plan with parent.
- _____ 13. Review weather related and other closings.
- _____ 14. Review Pledge and Practices in handbook.
- _____ 15. Review Parent Signature form
- _____ 16. Parent handbook (Check to make sure certain sections have been covered).
- _____ 17. Other topics discussed _____

The above initialed topics were discussed with me by: _____

Date: _____ Parent/ Guardian signature: _____

Date sent to HSO: _____ By: _____ Via fax or other (specify) _____

Remember to enter the date the contact was made and topics discussed on the appropriate checklist.