

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: J- Program Management and Quality Improvement

Section: 1302.102 Achieving Program Goals

Subject: Child's Education File

Policy:

Head Start teachers will maintain the children's Education file in the classroom or designated area in a locked file cabinet. The teaching staff is responsible for ensuring that the Child's Education File is current, accurate, and professional, and files are confidential. The home visitor will maintain the children's Comprehensive file.

Procedure:

1. Teachers must maintain an education file for children assigned to their classroom and home visitor must maintain an educational file for the children assigned to their caseload.
2. The staff will ensure the education files are current, accurate, professional, and confidential. The files will always be in a locked file cabinet.
3. Teachers need to sign in once a month when accessing their children's education files.
4. Any additional individual accessing an education file must sign in, date, and state their purpose for accessing the child's file on the Confidential Record form.
5. The teaching staff will file the educational contents according to the order they are listed on the Child Education/Disability File Checklist. The most recent form is filed on top.
6. The teaching staff will use the information in the education file to individualize each child's needs.
7. Early Head Start staff will transfer the children's Education file to the Head Start site as the children transition into the program.
8. The home visitor/teacher will ensure the child's Education file and Portfolio are up to date before transferring them to another classroom or center. The Center Director will complete a final check of the files.