

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

Part: 1302 Program Operations

Subpart: E- Family and Community Engagement Program Services

Section: 1302.50 Family Engagement

Subject: Emergency Contacts

Policy

Current (up-to-date) family and emergency contact information and authorization for emergency care for each child must be readily available.

Procedure

1. Emergency contact information for each child is found on the Department of Children and Families Child Care Application for Enrollment or the Emergency Contact form and includes:
 - a. Names & phone numbers of parent(s) at home and work.
 - b. Names & phone numbers of contacts to whom the child can be released.
 - c. Name of child's medical and dental homes
 - d. Allergies
 - e. Custodial parent
 - f. Permission for medical treatment at named providers.
2. This form is completed by the parent and reviewed by staff once the child is accepted for enrollment.
3. The Emergency Contact form is updated as often as needed. Parents are informed that numbers must be kept updated during enrollment, and at least every 3 months by classroom staff, Family Service Worker, and Home Visitor.
4. Any changes made by the family and communicated to classroom/home visitor staff will immediately be shared with the Family Service Advocate. If the Family Service Advocate is informed that changes are made by the family, this information must immediately be shared with classroom/home visitor staff and bus monitors (if monitors on site).
5. Communication between the classroom staff and the Family Service Advocate MUST occur regularly.