

FACE Preschool File Guidelines

2018 – 2019

Families enrolled in the FACE center-based program will have an adult family member participating in the program. All preschool participants will have a Preschool File, which must be kept and securely locked in a confidential location.

Preschool File Checklist – Use this List to keep track of student files and update as documents are added.

The following are required parts of the preschool file:

- **FACE Enrollment Form** - Keep a copy of each family's completed form in the preschool learner file. The enrollment form should include the parent information. Review the form to ensure that all of the information is complete.
- **Permission to Release Child / Emergency Contact and Health Information** - Each family completes this form and it is kept in both the adult learner file and the child's file.
- **Media Release** – The media release form should be filled out completely and stored in both the adult's and child's folders. If the parent refuses to sign, the form should still be in the file, stating the family refused to sign the release.
- **Health Record** – Have parents complete the Parents as Teachers (PAT) health record form. Review and make sure the information is complete.
- **ASQ-3** – The ASQ-3 needs to be completed within 45 days of enrollment and should be completed jointly by the parent and teacher. To calculate the age of the child in months and ensure that you are using the correct screening form, visit the ASQ Age Calculator online - <http://agesandstages.com/free-resources/asq-calculator/>.
- **EOWPVT** – This form needs to be completed three (3) times during the year. See the attached sheet for the due dates. Let NCFL know if you need additional forms – face@familieslearning.org. Make copies and keep those in the preschool file and send the originals to NCFL.

- **Work Sampling System (WSS) checklist – P3 or P4** – The WSS checklist form needs to be completed three (3) times a year. See the attached sheet to find the due dates. Only complete the checklist for the skills that can be observed. If you have not yet talked about light and sound, that point should not be filled in. This happens most frequently in the *Scientific Thinking* and *Social Studies* sections. You should focus on the other categories throughout the year. Also, if the child's first language is *English*, the *Language and Literacy for English Language Learners* section should not be completed.
- **WSS Narrative Summary Report and Summary Report** – One of these forms should be completed and shared with parents each time the checklist is done-fall, winter, and spring. Make a copy to keep in the child's file.

The following are in the preschool file on an as needed basis:

- **ASQ – SE** – The parent educators are trained in how to complete these forms. If you have a child who displays social emotional concerns, have the parent educator help the parent of the child complete the form.
- **FACE Referral Forms** – If a child is being referred for additional screenings and/or services, complete this form.
- **Individualized Family Transition Plan** – If a child is making a transition into or out of the preschool classroom, a completed transition plan should be on file.