

## FACE Preschool File Guidance School Year 2023

*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 (adult and child forms) in the preschool learner's file. The enrollment form should include the parent information. Review the form to ensure that all the information is complete.
- **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 included in both files, 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** – All students are required to have the ASQ-3 completed within 45 days of enrollment. The ASQ-3 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. Let NCFL know if you need additional forms by contacting [face@familieslearning.org](mailto:face@familieslearning.org). Make copies and keep those in the preschool file. Send the original forms to NCFL. There is a digital option for the EOWPVT that will be available this year, so the assessment can be done even if classes are being offered virtually.
- **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.
- **Teaching Strategies (TS) Gold** – FACE preschool will be using TS Gold as the assessment tool connected with our new curriculum, Creative Curriculum. Log into MyTeachingStrategies, <https://my.teachingstrategies.com/>, to enroll your children. If you are new and do not have a Teaching Strategies account, reach out to [face@familieslearning.org](mailto:face@familieslearning.org).

### **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 the Permission to Exchange Information form. Keep additional paperwork from the referral process in the file, as well.
- **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.